

## **Envision Eugene Technical Advisory Committee Bylaws**

For any collaborative process to proceed smoothly it is helpful for those involved to agree at the outset on the purpose of the partnership and on the procedures and principles by which the group understands it will conduct its interactions and decision making.

### **Name**

The name of this committee shall be the Envision Eugene Technical Advisory Committee (EETAC).

### **Purpose**

Envision Eugene pillar seven (Adaptable, Flexible and Collaborative Implementation) is the impetus for the Growth Monitoring Program. Pillar seven requires the creation of an on-going monitoring system to collect and track key information about how Eugene grows, and to use this information to evaluate the effectiveness of the Envision Eugene strategies. The purpose of the Growth Monitoring Program is to provide the information needed by the community and decision makers to periodically assess the validity of growth planning assumptions, inform the effectiveness of strategies adopted as part of the comprehensive plan and urban growth boundary, be better prepared for unforeseen changes, and determine if any additional action is needed.

As part of City Council's 2015 direction on planning for housing, they specifically directed staff to begin longer term urban reserves planning, and to bring a proposed urban reserve area back to City and County decision-makers for their consideration within two years of UGB acknowledgement. We are coordinating Urban Reserves Planning with the work of the Growth Monitoring Program, with the goal that Urban Reserves are in place by the time we have our first Growth Monitoring report ready, by January 2021.

To achieve this purpose, a successful Growth Monitoring Program and Urban Reserves planning require that review and analysis of technical work be coordinated by City staff with a technical advisory committee that is comprised of community members with diverse interests and areas of technical expertise. The work of the EETAC will serve to inform policy decisions by City Council, provide feedback to staff on policy-related guidance to Council, and maintain institutional memory regarding the monitoring and urban reserve efforts.

### **Roles & Responsibilities**

EETAC members must gradually master, at a high level, the City's land use planning framework, and be capable of participating in the urban reserves planning and growth monitoring processes. The EETAC member duties include:

- To learn about and understand the factors for monitoring and responding to Eugene's growth, including:
  - Understanding the land sufficiency model and other applicable models related to all seven of the Envision Eugene pillars
  - Reviewing monitoring reports and associated data to monitor growth trends and assess growth strategies
  - Exploring related technical questions to further a factual understanding of conditions and compare assumptions to actual outcomes
  - Reviewing interim technical products related to urban reserves planning such as but not limited to locational factors, land demand and capacity analysis
- To provide guidance to staff for appointed and elected officials consideration of:

- The technical aspects of urban reserves planning and growth monitoring
- If trends are changing, and on possible actions that may be needed to address changing trends
- Periodically evaluating the monitoring program for adjustments
- To serve as liaisons, connecting the general public, key community members, community groups and organizations to the monitoring work, and encouraging participation in its process.

EETAC liaison staff duties include:

- Coordinating EETAC meetings, including scheduling, drafting meeting agendas, and communicating with the committee chair or vice-chair
- Drafting meeting summary notes
- Serving as a liaison between the EETAC, community organizations, City departments, and City and County appointed and elected officials
- Providing technical expertise (e.g., formal staff reports) and advice to the EETAC
- Maintaining a monitoring website summarizing monitoring results
- Maintaining an ongoing list of off-agenda topics to be addressed as time permits

## **Ethics & Accountability**

- A. EETAC members are agents of the City organization and are subject to City policies related to maintaining a respectful work environment and shall participate in discussions in a respectful manner.
- B. EETAC members must clearly state any and all conflicts of interest. The appearance of conflicts of interest does not disqualify a member from membership or from participation in discussions, but it may, in some circumstances require that s/he recuse him/herself from a particular vote.
- C. EETAC members must be committed to learning complex materials.
- D. Communications outside meetings:
  - EETAC members are encouraged to share the committee’s progress with their respective constituencies at meetings, by e-mail or through newsletters.
  - EETAC members are responsible for providing EETAC liaison staff with information they believe other committee members should have.
  - EETAC members will strive to communicate outside meetings in ways that support the group process. This includes contacts with each other, with officials, with other community members, and with the media.
  - EETAC liaison staff will be responsible for distributing information to other members so everyone has the same information. Relevant discussions of project issues should occur at the EETAC meetings to allow all members to be informed and participate.
  - If contacted by the media, EETAC members will forward media requests to EETAC liaison staff. If members do speak to the media they do so only on their own behalf and not on behalf of the group about this work, unless otherwise agreed to.
  - EETAC materials, such as meeting materials and monitoring reports, will be available on the website serving the needs of the EETAC and the public.

## **Membership Composition & Appointment**

- A. The EETAC shall consist of at least 12 and not more than 15 interested citizens. This range allows for flexibility such as for training, departures, or when a member’s role changes but they want to continue on EETAC.

- B. Members shall represent themselves, areas of interest, and/or organizations in Eugene, and should represent a diverse range of interests, expertise and qualities, such as the following:
  - Comfortable analyzing quantitative information
  - Able to delve into minute details
  - Able to think about long-term, community-wide growth implications
  - Able to commit adequate time to understanding and evaluating complex issues
  - Able to work cooperatively in a group setting
  - Interest in relevant areas such as community planning, land use, development, housing, economic development, sustainability, bicycle/pedestrian and transportation/transit.
- C. At least one member is required from the following:
  - City Councilor
  - Sustainability Commissioner
  - Planning Commissioner
- D. The City of Eugene City Manager shall appoint the members of the EETAC, making an effort to seek out and include members with diverse gender and ethnicity backgrounds, areas of interest as mentioned above, geographies, and demographics such as paid and unpaid, young and retired.

## Recruitment & Tenure

- A. Vacancies shall be publicly advertised. Applicants shall submit an application form provided by the City of Eugene. Selection shall be based on ensuring a broad cross-section of interest as discussed in the Membership Composition & Appointment section.
- B. It is important for the membership of the first group to remain consistent to the greatest degree possible for review of the first monitoring report. The first group of EETAC members shall be appointed as described below:
  - a. Four members, randomly selected, will serve an initial four-year term, then be eligible for reappointment (total consecutive years allowed to serve equaling 8).
  - b. Three members, randomly selected, will serve an initial one-year term, then be eligible for reappointment for two additional four-year terms (total consecutive years allowed to serve equaling 9).
  - c. Three members, randomly selected, will serve an initial two-year term, then be eligible for reappointment for two additional four-year terms (total consecutive years allowed to serve equaling 10).
  - d. The three EETAC members from the City Council, Sustainability Commission and Planning Commission may serve on the EETAC for the length of time they participate on those groups; at the completion of their term on the above-mentioned group a new representative from that group shall be appointed.
    - i. If former EETAC members from those groups wish to continue serving on the EETAC they may apply at the next available opportunity.
- C. After the first group of members, subsequent EETAC members will serve an initial four-year term, then be eligible for reappointment (total consecutive years allowed to serve equaling 8), as described below:
  - a. The term of office of members shall begin on the date of appointment and expire in four years, on June 30. For purposes of determining the term expiration date, members whose terms begin after July 1 shall serve a term that lasts four years plus the balance of the fiscal year in which they are appointed.
- D. The City Manager may choose to waive term limits in order to balance the composition of the committee.

- E. Prior to applying, applicants are encouraged to attend EETAC meetings as preparation for applying and for being a member.

## **Operating Procedures**

### **Officers**

- A. The officers shall consist of a Chair and a Vice-Chair or, alternatively, the EETAC may choose to elect two Co-Chairs (in lieu of a Vice-Chair), who shall rotate the duties of Chair.
- B. The Chair shall preside at all meetings and represent the EETAC before all other bodies and committees as requested by the EETAC and staff.
- C. The Vice-Chair shall perform all duties of the Chair in his/her absence. In the event of the absence of both the Chair and Vice-Chair, the Committee shall select a member to perform the duties of the Chair.
- D. The Chair and Vice-Chair are voting members and will work with City staff to set the agenda for all meetings.

### **Election of officers**

- A. The officers of the EETAC shall be elected annually. Elections shall be held in July or soon thereafter or as needed to fill vacancies. The term of office shall begin upon election. Officers shall serve no more than two consecutive one-year terms, unless so requested by City staff.
- B. Nominations will be taken from the floor
- C. In the event of a vacancy in the Office of Chair, Vice-Chair, or both, a special election shall be held at the next regularly scheduled meeting. Officers elected in a special election shall serve until the first scheduled meeting in July. Officers so elected may serve up to two additional consecutive terms, per paragraph A. above.

### **Subcommittees**

- A. Subcommittees shall be formed as necessary to carry out the work of the EETAC.
- B. Subcommittees are advisory to the EETAC.
- C. If approved by the EETAC, a subcommittee may be formed to perform the majority of the analysis and report back to the full EETAC.

### **Meetings and Voting**

- A. Scheduled meetings of the EETAC shall be held approximately six times per year, or more, on an as needed basis.
- B. Notice and agenda of meetings shall be sent to all members at least one calendar week prior to all meetings. Notice, agenda, minutes, and other materials may be delivered electronically.
- C. Special meetings shall be held at the call of the Chair of the EETAC or the City liaison to the EETAC. The person calling the meeting shall fix the time and place. Special meetings must be noticed publicly not less than 24 hours in advance, consistent with Oregon Public Meetings Law. Every effort shall be made to reach all EETAC members.
- D. All meetings shall be open to the public, and interested persons or groups are invited to address the EETAC following standard procedures for public comment.
- E. The meeting facilitator (Chair or Vice-Chair) will:
  - a. Ensure that everyone has an opportunity to participate.
  - b. Keep meetings moving and focused on the agenda.
  - c. Start and end meetings on time unless the group agrees to extend the meeting time.
- F. Official action may be taken by the EETAC when a quorum is present. A quorum shall consist of a

majority of EETAC members, rounded up to the nearest whole number.<sup>1</sup>

- G. Meetings should be conducted according to most current edition of *Robert's Rules of Order* except for decision-making, which shall follow the modified consensus based process identified in the Decision-Making Process section of these by-laws.
- H. The proceedings of all meetings shall be summarized by City staff and made available to all EETAC members in advance of the next meeting, and shall be approved by the full committee.
- I. In the event of a lack of a quorum, the Chair may form a subcommittee to take action on a recommendation to the full EETAC, for consideration at the next meeting with a quorum.
- J. When appropriate, the Chair, Vice-Chair, or full EETAC will participate in meetings on relevant issues with EETAC liaison staff and City or County appointed and elected officials.

### **Decision-Making Process**

- A. For most decisions, other than amendments to bylaws or significant deliberative decisions, the EETAC will use a thumbs-up/thumbs down "straw poll" vote based on a majority of those present.
- B. When significant deliberative decisions are made, the EETAC shall follow a modified consensus based decision-making model, as follows:
  - a. The issue or proposal shall be presented and an opportunity given for clarifying questions and discussion. A committee member will then make a motion, clearly declaring the contents of the motion to the committee. Another member of the committee must second the motion.
  - b. Next, a "call for consensus" shall be made, with each voting member holding up a "thumbs up" to support the motion as stated, a "thumb sideways" to express reservation and/or concern about the motion as stated, or a "thumbs down" to block the motion as stated. A quorum, the minimum number needed to vote on a proposal, consists of a majority of EETAC members rounded up to the nearest whole number.
    - i. If all members display a "thumbs up," the proposal passes.
    - ii. If three or more members display a "thumb sideways," the proposal does not pass. The "thumb sideways" indicates any type of significant discomfort with the motion as stated. In this case, after the call for consensus, any members who display a "thumb sideways" are given an opportunity to voice their concerns and/or make amendments.
    - iii. If one or more members display a "thumbs down," the proposal does not pass. The "thumbs down" represents strong opposition to the proposal based on the best interest of the group and its acknowledged role. In such cases, the person blocking should be prepared to articulate their concerns and to work toward resolving the issues and to offer an alternative proposal or amendment.
    - iv. In cases where a proposal fails on the first call for consensus, there may be discussion and a second call for consensus. If the proposal fails a second time, it is permissible to ask for a vote that allows the proposal to pass if it is supported by at least a 2/3 majority of the quorum, as rounded up to the nearest whole number. The decision to do this shall be made by the chair of the meeting reflecting the overall feeling among the members.
    - v. Closing options will depend on the motion made, and may include approving the proposal, sending it to a subcommittee for further revision, tabling the proposal, or deciding to abandon the proposal.

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<sup>1</sup> E.g., if the EETAC has 13 members, then a quorum would be 7 members; if the EETAC has 12 members, then a quorum would also be 7 members.

### **Termination**

- A. A four-(4) year term shall be continuous except under the following conditions:
  - a. If the member submits his/her resignation.
  - b. If the EETAC votes on dismissal of a member after two consecutive absences or three absences in one year. Absences are considered “excused” if committee members notify the Chair or staff liaison prior to the meeting. Before a member is dismissed for reasons of absence, they shall be notified in writing. A dismissed member may apply to be reappointed by the City Manager.
  - c. If the EETAC votes on dismissal of a member after disruptive or non-collaborative behavior during two consecutive meetings or three meetings in one year. Before a member is dismissed for reasons of disruptive or non-collaborative behavior, they shall be notified in writing. A dismissed member may apply to be reappointed as in b. above.

### **Amendments**

- A. Amendments to these Bylaws shall be passed by an affirmative 2/3 vote of the membership of the EETAC. The proposal for amendments to these Bylaws shall be sent to all EETAC members in advance, at a minimum included with the meeting notice and agenda.