

Firwood Community Planning Organization Bylaws

ARTICLE I

Section 1. NAME.

The name of the organization shall be the Firwood Community Planning Organization. (Referred to herein as the Firwood CPO).

ARTICLE II

Section 1. BOUNDARIES.

The boundaries of the Firwood CPO shall be the same as those established by Clackamas County. A map defining these current boundaries is attached hereto as [Exhibit "A"](#) and incorporated into these bylaws by this reference. These boundaries take into account natural boundaries, commercial patterns, community organizations, and historic factors. The CPO boundaries change automatically to exclude any areas within unincorporated Clackamas County if the area is annexed by neighboring cities.

ARTICLE III

Section 1. PURPOSE.

The purpose of the Firwood CPO is to serve the residents within the boundaries of the in matters concerning community development, land use and community issues in general.

Section 2. GOALS.

The goals of the Firwood CPO are as follows:

- A. Involve area residents in the land use and community planning processes.
- B. Provide a line of communication between area residents and the Board of County Commissioners, the Planning Commission and other public bodies.
- C. Act as an advisory board to the Board of County Commissioners, the Planning Commission, and the Planning Division on matters affecting areas within the boundaries of the Firwood CPO.
- D. Assist County with fulfilling the citizen involvement goals provided for in the Clackamas County Comprehensive Plan.
- E. Develop planning proposals with respect to land use, zoning, parks, water resources, open space and recreation, annexation, housing, community facilities, transportation and traffic, community services, and other factors affecting the livability of the area within the boundaries of the Firwood CPO.
- F. Protect the character of the area by maintaining a vigilant posture to sustain a safe, healthful, and pleasant quality of life.
- G. Take such action as necessary by speaking out as a non-partisan group in support of the Firwood CPO's objectives.
- H. Be fully responsive to the comprehensive needs of the area and to take action as may be necessary in support its objectives.

ARTICLE IV

Section 1. MEMBERSHIP.

A member must be:

- A. A resident of the recognized area; or
- B. Property owner within the community area; or
- C. A designated representative of a business, corporation, or trust within the area.
- D. Membership may also be granted to individuals with close ties to the area upon petition and acceptance by a majority vote of the membership in attendance and concurrence by 3 of the current officers.

Membership will be granted upon signing the official membership register. All new members signing up will be required to show proof of eligibility. Participation is by individual initiative rather than by governmental invitation.

Section 2. VOTING.

To vote in any election or on any item, a member must be:

1. Comply with the membership qualifications;
2. Be of legal voting age;
3. Have registered at one previous meeting during the past twelve months.
4. Action of the CPO shall be by a majority vote of voting membership present at any regular or special meeting for which proper public notice is given and at which a quorum is present. The results of the voting shall be reported numerically and become part of the minutes.

In cases where response deadlines preclude action at a regular or special meeting, the CPO may delegate responsibility for taking action to the Board. Action shall be taken at a public meeting with proper notice.

All registered members of the Firwood CPO may vote on issues presented.

ARTICLE V

Section 1. OFFICERS.

The officers of the shall include the following:

- A. Chairperson
- B. Vice-Chairperson
- C. 2nd Vice-Chairperson
- D. Secretary
- E. Treasurer

The Firwood CPO shall provide the County Public and Government Relations Office with a current list of officers.

Section 2. SELECTION OF OFFICERS.

The first election shall be held at the first meeting of the Firwood CPO. After the first election, the election of officers of the Firwood CPO shall be held in conjunction with the annual meeting. Members shall assume their duties immediately upon election to office. All members are eligible for election to officer positions. The Chairperson shall not vote for an officer except in the event of a tie when the Chairperson shall cast the deciding vote.

Section 3. TERM OF OFFICE.

The term of office for all officers shall be one (1) year, however, the officer shall continue to serve until a successor is elected or appointed to that office.

Section 4. VACANCIES.

A vacancy occurs when an officer dies, resigns, is removed, or has more than two (2) unexcused absences from meetings. A vacancy shall be filled by appointment by the Chairperson. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.

Section 5. NOMINATING COMMITTEE.

A Nominating Committee shall be appointed by the Chairperson at least thirty (30) days prior to the annual meeting. This committee shall present its recommended list of candidates at the annual meeting. Nominations may also be made from the floor. If possible there shall be at least two (2) people nominated for each office. No person may be confirmed as nominee without the permission of the nominated person.

Section 6. DUTIES OF THE OFFICERS.

The duties of each officer are as follows:

- A. Chairperson: The Chairperson shall preside over all meetings of the Firwood CPO and shall co-sign for all authorized expenditures, appoint committee heads and have the responsibility of the performance of such duties as prescribed in these bylaws. The Chairperson may be called on to represent the community in all conferences or activities involving inter-organizational planning and coordinating.
- B. Vice-Chairperson: The Vice-Chairperson shall aid the Chairperson and perform the duties of the Chairperson in his/her absence or disability. The Vice-Chairperson may also co-sign for authorized expenditures in the event the Chairperson or Treasurer is absent.
- C. Secretary: The Secretary shall keep accurate records of all meetings of the Firwood CPO. The minutes shall be made available to any member or the public as required by the Oregon Public Records and Meetings Law. The Secretary shall handle all correspondence of the Firwood CPO. The Secretary shall be responsible to maintain the membership registry required by these bylaws.
- D. Treasurer: The Treasurer shall maintain an accurate record of all income and expenses of the Firwood CPO and co-sign authorized expenditures. The Treasurer may maintain a bank account, if applicable, and present a statement of account at every meeting. The Treasurer's records shall be made available to any member or the public as required by the Oregon Public Records Law.

ARTICLE VI

Section 1. MEETINGS.

Meetings of the Firwood CPO shall be held in accordance with the Oregon Public Meetings Laws. Meetings shall be held no less than twice per year, with the annual meeting being held once per year for the purpose of electing officers and such other business as deemed necessary. The Chairperson may call special meetings at any time upon the request of two (2) of the officers or any five (5) members of the Firwood CPO. The time and location shall be determined by the Firwood CPO. Generally, this will be the second Thursday of the month. Unless otherwise notified the semi annual meetings will be in April and October. Notice of all meetings shall be provided as

required by ORS 192.640 of the Oregon Public Meetings Law. Minutes of all meetings shall be kept and shall be available for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law. A copy of all meeting minutes shall be provided to the County Public and Government Relations Office.

Section 2. QUORUM.

A quorum consists of five (5) voting members of the Firwood CPO, of which at least two (2) are officers. A quorum shall be present at a meeting in order for the Firwood CPO to transact business.

Section 3. RECORDS.

All records of the Firwood CPO shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

ARTICLE VII

Section 1. HEARING PROCESS AND PROCEDURE.

The principles of parliamentary rules of procedures such as “Robert’s Rules of Order” shall govern proceedings at any meeting of the Firwood CPO. The Chair shall be guided by these principles in deciding any procedural questions. The Chair’s decision on procedural matters may be overruled by a majority of the members voting on the question. The Firwood CPO may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE VIII

Section 1. COMMITTEES.

The Firwood CPO may create committees as required to promote the purposes and objectives of the Firwood CPO. A chairperson for each committee shall be selected by the Firwood CPO Chairperson.

ARTICLE IX

Section 1. DISSOLUTION.

The Firwood CPO may be considered inactive if it fails to meet the requirements of these bylaws. The Board of County Commissioners may dissolve an inactive CPO. Should the Firwood CPO be dissolved, disbursement of the Firwood CPO's funds, if any, shall be to a non-profit organization, preferably within the Firwood CPO area. This organization shall be selected by the Firwood CPO membership in attendance at the final. Funds provided to the Firwood CPO by the County shall be returned to the County upon dissolution of the Firwood CPO.

ARTICLE X

Section 1. AMENDMENTS.

These by laws may be amended. Proposed amendments shall be submitted to the Board of County Commissioners and/or their designee for approval. Upon approval of the Board of County Commissioners, the proposed amendments shall be approved by the members of the Firwood CPO. The amended bylaws shall supersede all previous bylaws and become the governing rules for the Firwood CPO. To be eligible to vote for any amendment, a member must have been previously registered in attendance to at least one meeting during the previous twelve (12) months.