

# Rhododendron Community Planning Organization Bylaws Adopted September 17, 2016

## ARTICLE I

### Section 1. NAME

The official name of the organization shall be RHODODENDRON COMMUNITY PLANNING ORGANIZATION. At times, when called for, the name may be shortened and referred to herein as Rhododendron CPO, Rhody CPO or RCPO.

## ARTICLE II

### Section 1. BOUNDARIES

The RHODODENDRON COMMUNITY PLANNING ORGANIZATION is located in the community of Rhododendron Oregon, an unincorporated community within the jurisdiction of Clackamas County Oregon and the boundaries of the RCPO shall be the same as those established by Clackamas County. A map defining those boundaries is attached 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.

## ARTICLE III

### Section 1. PURPOSE

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

## Section 2. GOALS

The goals of the Rhododendron CPO are to: Enhance livability and preserve the unique forest character of Rhododendron's core area and its nearby recreation areas and historical sites of interest; to create a main street that is safe and economically vibrant; and to increase public awareness of these attributes by the following means:

Involve area residents in the land use and community planning processes. To bring together Rhododendron citizens and businesses who share common concern for the Goals.

Provide a line of communication between area residents and the Board of County Commissioners, the Planning Commission and other public bodies. To establish working relationships with governing agencies that affects the Goals.

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 Rhododendron CPO.

Assist County with fulfilling the citizen involvement goals provided for in the Clackamas County Comprehensive Plan.

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 Rhododendron CPO.

Protect the character of the area by maintaining a vigilant posture to sustain a safe, healthful, and pleasant quality of life.

Take such action as necessary by speaking out as a non-partisan group in support of the Rhododendron CPO's objectives.

Be fully responsive to the comprehensive needs of the area and to take action as may be necessary in support its objectives.

In particular:

To learn existing main-street and core-area land use (with governing agencies) that includes but is not limited to (a) capacity, such as for land, roads, water, sewer, electrical, cable, and the like, and (b) zoning.

To learn existing policies and procedures, and/or aid establishment of same (with applicable governing agencies) for main-street and core-area land use, that include but are not limited to accommodating growth and/or change that maintain forest character.

To review and assess proposed land-use development and/or change (with applicable governing agencies) that affect the main street and core area, assure adherence to the guidelines contained herein, and provide for citizen and business input.

To increase public awareness of Rhododendron businesses, nearby recreation, and sites of interest.

To encourage and accommodate new businesses, within the guidelines contained herein.

To encourage and work with all trail-planning organizations affecting the community.

To work with applicable governing agencies to provide safety for tourists, travelers, day visitors, and citizenry.

To establish a Long Term Plan, with applicable government agencies, for a main street revitalization that would accommodate the future increase in tourists, travelers, day visitors, and local citizens, via accessibility and pedestrian safety, and enrich the Mt. Hood experience, via the creation of a strong forest character.

To achieve an Interim Goal that aligns with the Long Term Plan, with applicable government agencies, to meet pedestrian safety needs and minor main-street upgrades.

To work with applicable governing agencies to achieve funding by various means, voluntary or otherwise (such as grants), to meet these goals.

## ARTICLE IV

### Section 1. MEMBERSHIP

Membership in the Rhododendron CPO shall be open to anyone 18 years of age or older who is a resident of the recognized area, a property owner within the recognized area, or a designated representative of a business, corporation, or trust within the recognized CPO area. Membership shall not be limited by race, creed, color, sex,

gender, age, heritage, national origin, or income. Membership will be granted upon signing the official membership register, if applicable and by attending or participating in membership meetings. All new members signing up will be required to show proof of eligibility, if requested. Participation is by individual initiative rather than by governmental invitation. The Rhododendron CPO is participatory rather than appointive.

## Section 2. VOTING

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

Comply with the membership qualifications;

Be of legal voting age;

Have registered at one previous meeting during the past 12 months.

Action by the Rhododendron CPO shall be by a majority vote of the qualified membership present at any regular or special meeting for which proper public notice is given and at which a quorum is present. The Chairperson shall verify the vote. The results of the voting shall be reported as required by ORS 192.650(1)(c) and made part of them meeting minutes as follows:

If the number of members exceeds 25 then the vote of the members shall be reported numerically.

If the number of members is 25 or less then the vote of each member shall be reported by name. Proxy votes shall not be allowed.

In cases where response deadlines preclude action at a regular or special meeting, the CPO delegates responsibility for taking action to the Board. Actions taken by the Board shall be ratified at the next public meeting with proper notice.

## ARTICLE V

### Section 1. BOARD OF DIRECTORS (OFFICERS)

The Board of Directors (Officers) shall consist of five members: at least three elected officers and no more than two elected representatives, all of whom must be members of the organization. The officers of the Rhododendron CPO shall include the following:

President: Presides at all meetings. May represent the community at all conferences or activities involving organizational planning and coordinating.

Vice President: Presides over meetings during the absence of the President. Is a member of the organization and works with the President and other members of the organization on inter-organizational planning and coordinating. Shall direct the activities of all committees and see to it that the organization actions are carried out.

Secretary: Keeps minutes and attendance records of all membership and committee meetings. Keeps a file of all correspondence and records available for public inspection and review in compliance with state statutes regarding public access.

Treasurer: Any officer may serve as treasurer, as needed, by recording funds, if any, and reporting same to the organization. The CPO may choose to elect a separate individual to serve as treasurer or the CPO may choose to add the responsibility to another officer position.

Area Representative(s): elected member(s) who shall reside within the boundaries of the organization.

The Rhododendron CPO shall provide Public and Government Affairs with a current list of officers.

## Section 2. SELECTING BOARD OF DIRECTORS (OFFICERS)

The first election shall be held at the first organizational meeting of the Rhododendron CPO. After the first election, the election of officers of the Rhododendron CPO shall be held in conjunction with the annual meeting, which shall be held in a selected month of each year thereafter. Officers 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. Proxy votes shall not be allowed.

## Section 3. TERM OF OFFICE

The term of office for all officers shall be one 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 unexcused absences from meetings. The Chairperson shall fill a vacancy through appointment and ratification by the general membership. The person appointed to fill the vacancy shall serve the remainder of the unexpired term

## Section 5. NOMINATING COMMITTEE

The Chairperson has the discretion to appoint a Nominating Committee. The Chairperson shall appoint a Nominating Committee at least 90 days prior to the annual meeting. If a Nominating Committee is appointed, the committee shall present its recommended list of candidates at the meeting before the annual meeting.

Nominations may also be made from the floor at the annual meeting. No person may be confirmed as a nominee without the permission of the nominated person. In lieu of a Nominating Committee, the Chairperson must open the floor for nominations at the meeting before the annual meeting.

If more than five members are nominated, a vote by the general membership shall take place at the annual meeting. The five people with the highest number of votes shall serve as the Board of Directors. A separate vote by the membership for Officers shall immediately follow the election of the five-member board.

## Section 6. OFFICER DUTIES

The duty(s) of each officer is as follows:

**Chairperson/President:** Shall preside over all meetings of the Rhododendron 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. May represent the community in all conferences or activities involving inter-organizational planning and coordinating. Shall act as an ex-officio member of all committees.

**Vice Chairperson/Vice-President:** Shall aid the Chairperson/President and perform their duties in the event of their absence or disability. May also co-sign for authorized expenditures in the event the Chairperson/President or Treasurer is absent. Works with the Chairperson/President and other members of the organization on inter-organizational planning and coordinating. Shall direct the activities of all committees and see to it that the organization actions are carried out.

**Secretary:** Shall keep accurate minutes and attendance records of all meetings of the Rhododendron CPO. Shall handle all correspondence of the Rhododendron CPO. Shall be responsible to maintain the membership registry required by these bylaws. As required by the Oregon Public Records and Meetings Law, all records shall be made available for public inspection and review.

**Treasurer:** Shall maintain an accurate record of all income and expenses of the Rhododendron CPO and co-sign authorized expenditures. May maintain a bank account, if applicable, and present a statement of account at every meeting. Financial

records shall be made available to any member or the public as required by the Oregon Public Records Law.

Area Representative(s): One or more elected members who shall reside within the boundaries of the organization and represent the general membership within the boundaries of the organization

## ARTICLE VI

### Section 1. MEETINGS

Meetings of the Rhododendron CPO shall be held in accordance with Oregon Public Meetings Laws. Meetings will be conducted in a businesslike manner and according to recognized parliamentary procedures (Roberts' Rules of Order). Meetings shall be held no less than twice per year, and at any regular interval as voted upon by the membership. The annual meeting shall be held once per year for the sole purpose of electing officers and conducting such other business as deemed necessary. The date of the annual meeting shall be determined by vote of the membership.

The Chairperson/President may call special meetings at any time, or upon the request of two (2) of the officers, or any five (5) members of the Rhododendron CPO. The date, time, and location shall be determined by a vote of the Rhododendron CPO membership.

Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. CPO will notify the local newspaper or give other appropriate notice in advance of all meetings. Minutes of all meetings shall be kept and made 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 PGA Department.

### Section 2. QUORUM

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

### Section 3. RECORDS

All records of the Rhododendron 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 Rhododendron 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 Rhododendron 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 Rhododendron CPO may create committees as required to promote the purposes and objectives of the Rhododendron CPO. The Rhododendron CPO Chairperson shall select a chairperson for each committee.

## ARTICLE IX

### Section 1. DISSOLUTION

The Rhododendron CPO shall be considered inactive if it fails to meet the requirements of these bylaws. An inactive CPO shall be dissolved and will no longer be recognized by the Board of County Commissioners. Should the Rhododendron CPO be dissolved, disbursement of the Rhododendron CPO funds, if any, shall be to a non-profit organization, preferably within the Rhododendron CPO area. This organization shall be selected by the Rhododendron CPO membership in attendance at the final meeting. Funds provided to the Rhododendron CPO by the county shall be returned to the county upon dissolution of the Rhododendron CPO.

## ARTICLE X

### Section 1. AMENDMENTS

These bylaws may be amended. Proposed amendments shall be submitted to the County Counsel and the Board of County Commissioners for approval. Upon approval by the County, proposed amendments shall be approved by a two-thirds vote of the membership at a regular meeting of the Rhododendron CPO at which a quorum is present, provided:

That the proposed amendment has been read and a motion to submit the amendment has been passed at a previous regular meeting, and;



That the proposed amendment has been published in the minutes of the previous meeting prior to adoption of the amendment at the following meeting.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the Rhododendron 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 12 months.