

Far West CPO Bylaws

June 2012

ARTICLE I

Section 1. NAME. The name of the organization shall be the Far West Community Planning Organization. (Referred to herein as the Far West CPO).

ARTICLE II

Section 1. BOUNDARIES. The boundaries of the Far West CPO shall be the same as those established by Clackamas County. A map defining those 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.

ARTICLE III

Section 1. PURPOSE. The purpose of the Far West CPO is to serve the residents within the boundaries of the Far West CPO in matters concerning community development, land use and community issues in general.

Section 2. GOALS. The goals of the Far West CPO are as follows:

- a. Involve area residents in the land use and community planning processes, as required by Oregon's Statewide Planning Goal 1: Citizen Involvement.
- b. Provide a line of communication between area residents and appropriate county staff.
- c. Act as an advisory body to the Board of County Commissioners, the Planning Commission and the Planning Division on matters affecting areas within the boundaries of the Far West 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 Far West 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 Far West CPO's objectives.
- h. Be fully responsive to the comprehensive needs of the area and to take action as may be necessary in support of its objectives.

ARTICLE IV

Section 1. MEMBERSHIP. Membership in the Far West CPO shall be open to anyone 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 area. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. Membership will be granted upon signing the official membership/attendance register. New members may be required to provide evidence of eligibility. Participation is by individual initiative rather than by governmental invitation. The Far West CPO is participatory rather than appointive.

Section 2. VOTING. To vote in any election or on any item, a member must be:

- A. Comply with the membership qualifications;
- B. Be of legal voting age;
- C. Have registered at one previous meeting. during the past twelve months.
- D. 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 vote of each member shall be recorded by name

unless more than 25 members vote. 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.

ARTICLE V

Section 1. OFFICERS. The officers of the Far West CPO shall include the following:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary
- d. Treasurer

The Far West 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 Far West CPO. After the first election, the election of officers of the Far West 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. Nomination shall be made at the meeting prior to elections. This committee shall present its recommended List of candidates will be presented 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 a nominee without the permission of the nominated person.

Section 6. DUTIES OF THE OFFICERS. The duties of each officer is as follows:

- a. Chairperson: The Chairperson shall preside over all meetings of the Far West 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 shall act as an ex-officio member of all committees.
- 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 Far West 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 Far West 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 Far West 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 Far West 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 with proper notice, upon the request of two (2) of the officers or any five (5) members of the Far West CPO. The time and location shall be determined by the Far West CPO. 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 Far West CPO, of which at least two (2) are officers. A quorum shall be present at a meeting in order for the Far West CPO to transact business.

Section 3. RECORDS. All records of the Far West 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 Far West 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 Far West 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 Far West CPO may create committees as required to promote the purposes and objectives of the Far West CPO. A chairperson for each committee shall be selected by the Far West CPO Chairperson.

ARTICLE IX

Section 1. DISSOLUTION. The Far West CPO shall be considered inactive if it fails to meet the requirements of these bylaws. An inactive shall be dissolved and will no longer be recognized by the Board of County Commissioners. Should the Far West CPO be dissolved, disbursement of the Far West CPO's funds, if any, shall be to a non-profit organization, preferably within the Far West CPO area. This organization shall be selected by the Far West CPO membership in attendance at the final meeting. Funds provided to the Far West CPO by the County shall be returned to the County upon dissolution of the Far West CPO.

ARTICLE X

Section 1. AMENDMENTS. These by laws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the proposed amendments shall be approved by the members of the Far West CPO. However, the amendments shall not be in effect until approved by the Board of County Commissioners and approved as to form by County Counsel and that approval has been communicated back to the Chairperson.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the Far West 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.