

Clarkes-Highland CPO Bylaws March 7, 2007

ARTICLE I

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

ARTICLE II

Section 1. BOUNDARIES. The boundaries of the CPO shall be the same as those established by Clackamas County. A map defining those boundaries is available from the [Clackamas County website](#) is 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 CPO is to serve the residents within the boundaries of the CPO in matters concerning community development, land use and community issues in general and to strive to represent the views of the majority of the people of the Clarkes-Highland community.

Section 2. GOALS. The goals of the 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 the Board of County Commissioners, the Planning Commission and other public bodies.
- 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 CPO.

- d. Assist the 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 CPO.
- f. Protect the character of the area by maintaining a watchful eye 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 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 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. All new members signing up will be required to show proof of eligibility. Participation is by individual initiative rather than by governmental invitation. The CPO is participatory rather than appointive.

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

- A. Meet all criteria for membership set forth in Section 1, above;
- B. Be of legal voting age;
- C. Have registered at one prior meeting during the past twelve months.

Section 3. 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. Results of the voting shall be reported numerically and become part of the minutes. All votes, tallied as required in this section, shall be recorded in the official minutes.

In cases where response deadlines preclude action at a regular or special meeting, the CPO may delegate responsibility for taking action to the Executive Board. (See Article VIII, Section 2). Any action taken by the Executive Board shall be reported at the next public meeting for which proper notice is given.

ARTICLE V

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

- A. President
- B. Vice President
- C. Secretary – Treasurer
- D. Directors-at-Large (4)

The 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 CPO. After the first election, the election of officers of the CPO shall be held in conjunction with the annual meeting. For this purpose, the first meeting of the year shall be construed to be the Annual Meeting of the CPO. Members shall assume their duties immediately upon election to office. All members are eligible for election to officer positions

Section 3. TERM OF OFFICE. The term of office for all officers shall be one (1) year.

Section 4. VACANCIES. A vacancy shall be declared by the President when an officer dies or resigns. The vacancy shall be filled through appointment by affirmative vote of a majority of the Executive Board. The person appointed to fill the vacancy shall serve

the remainder of the unexpired term. Such appointments shall be approved by the membership at the next regular CPO meeting.

Section 5. NOMINATING COMMITTEE. The President shall appoint a Nominating Committee 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 a nominee without the permission of the nominated person.

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

- a. President: The President shall preside over all meetings of the CPO and shall co-sign for authorized expenditures, appoint committee heads and have the responsibility of the performance of such duties as prescribed in these bylaws. The President shall act as an ex-officio member of all committees. The President shall represent the CPO or appoint representatives to appear on behalf of the CPO as required.
- b. Vice-President: The Vice-President shall aid the President and perform the duties of the President in his/her absence or disability. The Vice-President may also co-sign for authorized expenditures in the event the President or Treasurer is absent.
- c. Secretary-Treasurer: Shall keep accurate records of all meetings of the 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-Treasurer shall handle all correspondence of the CPO, except that Committees designated by the President may originate correspondence as needed. Copies of such correspondence shall be provided to the Secretary for the CPO's records. The Secretary-Treasurer shall be responsible to maintain the membership registry required by these bylaws and will serve as Treasurer, as needed, by recording funds and expenditures, if any, and reporting them to the organization. The Secretary-Treasurer may co-sign authorized expenditures and maintain a bank

account for the CPO. The records of the treasury shall be made available to any member or to the public as required by the Oregon Public Records Law.

- d. Directors -at -Large: four Directors-at-Large shall be considered officers of the CPO. In the absence of sufficient other officers at a meeting to form a quorum, Directors-at-Large may complete the required attendance. Directors-at-Large are members of the Executive Board of the CPO.

ARTICLE VI

Section 1. MEETINGS. Meetings of the CPO shall be held in accordance with the Oregon Public Meetings Laws. Regular CPO meetings shall be scheduled for the first Wednesday during January, February, March, June, September, and December. Special meetings as needed, shall also be arranged for a Wednesday as the first preference. The President may call special meetings at any time with proper notice, upon the request of two (2) of the officers or any two (2) members of the CPO. The CPO shall determine the time and location of meetings. 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 CPO, of which at least two (2) are officers. A quorum shall be present at a meeting in order for the CPO to transact business.

Section 3. RECORDS. All records of the 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. Robert's Rules of Order shall govern proceedings at any meeting of the 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 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 CPO may create committees as required to promote the purposes and objectives of the CPO. The President shall select a Chair for each committee.

Section 2. EXECUTIVE BOARD. There shall be an Executive Board, which shall be comprised of the officers of the CPO.

ARTICLE IX

Section 1. DISSOLUTION. The 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 CPO be dissolved, disbursement of the CPO's funds, if any, shall be to a non-profit organization, preferably within the CPO area. This organization shall be selected by the CPO membership in attendance at the final meeting. Funds provided to the CPO by the County shall be returned to the County upon dissolution of the CPO.

ARTICLE X

Section 1. AMENDMENTS. These bylaws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the members of the CPO shall also approve the proposed amendments.

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 President.

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