

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: **Approx. Start Time:** 2:30 p.m. **Approx. Length:** 30 minutes
Presentation Title: Merging the Hamlet of Beaver creek and the Carus CPO
Department: Public and Government Affairs (PGA)
Presenters: Katie Wilson
Other Invitees: Chris Lyons, Government Affairs Manager, Tammy Stevens and Bill Merchant of the Hamlet of Beaver creek

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Staff is seeking Board of County Commissioner approval to merge the Hamlet of Beaver creek and the Carus CPO.

EXECUTIVE SUMMARY:

Hamlets and Community Planning Organizations (CPOs) are part of the Clackamas County Community Involvement Program. Hamlets are unique to Clackamas County and are advisory to the Board of County Commissioners on community issues. CPOs are advisory to the Board of Commissioners on land use matters affecting their communities. CPOs are notified of proposed land use actions and legislative changes within their boundaries and often provide feedback or make recommendations to the Board of County Commissioners about these actions. Public and Government Affairs (PGA) acts in a liaison role between Hamlet and CPO members, the Board and county staff.

Carus community members reached out to the Hamlet of Beaver creek board about their CPO becoming inactive. They were unable to find volunteers who could commit to serving as the CPO board and inquired about their options to possibly merge with the hamlet. The Hamlet of Beaver creek board asked PGA to help them determine their options to ensure the Carus community had representation in land-use and community issues. PGA staff worked with the hamlet and County Counsel to investigate different approaches and solutions. The Beaver creek community discussed the topic of Carus at length at several community town halls and voted in unanimous support of inviting the Carus CPO to merge with the hamlet. The Carus community was more difficult to engage as the CPO had gone inactive and community town halls were not possible due to COVID19. The community was invited to take a survey to share their views on either volunteering to serve on a reactivated CPO or to merge with the Hamlet of Beaver creek. Community members were notified of the survey opportunity via postcard, social media, and grass roots community based organizations. PGA received 41 responses to the survey. The survey was offered electronically and also by mail. No mail in surveys were requested. The results of the survey indicate many in the Carus community desire the opportunity to participate in land-use and would like to have more interaction in their county government. The method most supported by the Carus community to support their needs was to merge with the Hamlet of Beaver creek.

If approved, staff will work with the newly expanded hamlet to update their bylaws and to continue to reach out to residents in the expanded coverage area to publicize their meetings and activities.

FINANCIAL IMPLICATIONS (current year and ongoing):

This effort is supported by the PGA budget of which approximately \$400 was spent on postcards mailed to the potentially impacted properties.

STRATEGIC PLAN ALIGNMENT:

- This item aligns with the Public and Government Affairs Strategic Business Plan goals to provide strategic outreach, engagement and consultation services to county elected officials, departments and community organizations, so they can build public trust and awareness, and achieve their strategic and operational results and Clackamas County residents will be aware of and engaged with county government.
- This item aligns with the County's Performance Clackamas goals by building public trust through good government.

LEGAL/POLICY REQUIREMENTS:

Each Hamlet and CPO follows requirements set forth in state statute, BCC ordinance or bylaws.

PUBLIC/GOVERNMENTAL PARTICIPATION:

PGA acts as a liaison between the Hamlets and CPOs, the Board and county departments. PGA has supported the Hamlet of Beaver Creek and Carus CPO members in adhering to an inclusive public process including; outreach to impacted residents, formal approval from the impacted hamlet, and a survey to solicit feedback and request for formal BCC approval.

OPTIONS:

1. Approve the merging of the Hamlet of Beaver Creek and the Carus CPO as proposed.
2. Do not approve the proposed merge.

RECOMMENDATION:

Staff recommends: Option 1. Approve the merging of the Hamlet of Beaver Creek and the Carus CPO as proposed

ATTACHMENTS:

- Hamlet of Beaver Creek Bylaws
- Carus CPO Bylaws
- CPO/Hamlet Map
- Beaver Creek Postcard

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval s/Sue Hildick

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Sue Hildick at shildick@clackamas.us

The Bylaws Of The Hamlet Of Beavercreek

Article I: Name

The name of this hamlet shall be The Hamlet of Beavercreek.

Article II: Purpose

The purpose of The Hamlet of Beavercreek is:

1. To promote community identity.
2. To provide members with a forum for dealing with a broad range of issues.
3. To represent the community and be its voice.
4. To enhance livability, sustainability, and functioning of the community, and to direct community planning.
5. To handle other community issues.

Article III: Activities Of Hamlet

The Hamlet shall undertake the following:

1. Involve members in the land use and community planning processes.
2. Hold monthly community meetings, of which four (4) are quarterly Town Hall meetings, to include expression of concerns, education, deliberation, policy development, and goal setting.
3. Protect the rural character of the area.
4. Represent the Hamlet to other governmental bodies and organizations.
5. Develop and maintain active, two-way communication with Clackamas County and other governmental bodies on matters affecting the Hamlet.
6. Recommend actions or inactions to Clackamas County and other governmental bodies such as, but not limited to, Oregon City, Metro, and the State of Oregon, on strategic planning, land use, environment, and livability issues including, but not limited to, building a sense of community, zoning, development, transportation, traffic, parks, trails, recreation, rural center beautification, economic development, preservation and enhancement of the natural environment, and Hamlet recognition.

7. Develop a Hamlet plan, such as a design review process.
8. Develop a Hamlet budget to support Hamlet objectives, funds may be provided by Clackamas County and voluntary sources.
9. Be responsive to the comprehensive needs of the Hamlet and take action to support its objectives.
10. Assume the functions of the Beavercreek Community Planning Organization, including land use planning.
11. Acknowledge formally the strategic plan adopted by the Board of County Commissioners.

Article IV: Area

Section 1. Boundary. The boundary of the Hamlet is the previous boundary of the Beavercreek Community Planning Organization, as recognized by the Board of County Commissioners (BCC). The area enclosed by the Boundary will be the Recognized Area. (*Map is attached*). Clackamas County may revise the boundary.

Section 2. Changes. The Hamlet Boundary may be changed after discussion with neighboring organizations, jurisdictions, and service providers; a majority vote of the members at a Town Hall meeting; and review and approval by the BCC.

Article V: Membership and Voting

Members 18 years old or older of the Hamlet's Recognized Area are eligible to vote at all meetings. Membership will be granted to all persons upon showing proof of eligibility and signing the official membership/attendance register. Membership will lapse if the member is no longer eligible. Participation is by individual initiative rather than by governmental or Hamlet invitation.

Business entities and trusts are entitled to one representative vote. If a business entity is owned by more than one person, only one person may claim to be a member because of such ownership. A non-resident owner of multiple parcels of real property may claim to be a member because of such ownership, but may cast only one vote. Multiple non-resident owners of the same real property may claim membership because of such ownership, but may cumulatively cast only one vote and hold only one Board position based on that property. If more than one person claims to be the authorized representative of a business, trust, or real property, the votes cast by those persons shall be made by provisional ballots.

A provisional ballot is a vote that is conditionally counted as set forth in this section. Provisional ballots shall be given to attendees at a meeting who cannot provide proof of Hamlet member status at the time of the meeting, or in the event there is a dispute as to the authorized representative of a business or property.

In the event of a dispute over authorized representative status for a business or property, the burden is on the business or property owners to designate their authorized representative. Until then, the vote will be classified as provisional.

To receive a provisional ballot, individuals must provide their name, address, contact telephone number, and basis for their claim of citizen status. If available, an email address must also be provided.

Provisional ballots will be examined only upon a determination that a sufficient number have been cast to possibly affect the outcome of the vote.

If provisional ballots are to be examined, ballot-casters shall be notified of the need to provide proof of identification or other required information that verifies their status as members of the Hamlet who are eligible to cast votes. Voters casting provisional ballots will be given five (5) business days from the date of notification to provide proof of citizenship.

Provisional ballots shall be counted by County staff or a designee.

Article VI: Board Of Directors

Section 1. Board. The interests of the Hamlet are represented by a Board of Directors. The Board is the representative voice of its citizens and serves in an advisory capacity to the BCC and others on issues of concern to the Hamlet.

All Board members must satisfactorily complete training required by the BCC and provided by County staff. Such training may include, but not be limited to, Board rules, procedure and governance, public meetings and public records, elections, and governmental ethics. No Board member may participate in Board deliberations or voting until completing the training required by this section.

Section 2. Code of Conduct for Board Members:

- a. Serve the best interest of the Hamlet of Beaver Creek as a whole, regardless of personal interests.
- b. Conduct open, fair and well-publicized meetings.

- c. Provide opportunities for the community to comment on decisions facing the Hamlet.
- d. Perform duties without bias for or against any individual or group.
- e. Act within the boundaries of Board authority as advisory to the BCC.
- f. Comply with all other aspects of Oregon law applicable to public officials, including the public records law, public meeting law, ethics law, and election law.

Section 3. Nomination. Nominations may come from members and/or a Nominating Committee. The nominations must be submitted to the Nominating Committee at least one (1) month prior to the annual Town Hall elections meeting for them to prepare a slate for BCC review.

Section 4. Eligibility. Any Hamlet member shall be eligible for the Board.

Section 5. Election of Board, including Officers. The Hamlet's Board of Directors will include seven (7) members: four (4) officers Chair, Vice-Chair, Secretary, Treasurer -- and three (3) additional Board members. The Board of Directors will select from its numbers those positions after the election.

Election of Directors will be conducted by paper ballot unless candidates run unopposed. Those receiving the highest number of votes will win. Votes will be counted by the Registrar and by two (2) representatives of the Nominating Committee; candidates are welcome to observe and/or provide an observer. In case of a tie vote, if neither winner withdraws, decision for the position will be by lot.

Section 6. Terms of Office. The term of office for Directors, including the Officers, shall be two (2) years. In even numbered years, four (4) Board members come up for election; in odd numbered years, three (3) Board members come up for election

Section 7. Duties of Board of Directors. The duties of the Board of Directors are:

- a. Work with members to determine the Hamlet's vision, goals, and activities, and to carry them out. Following member-established Hamlet goals, the Board may take action about which it will notify members at the next community meeting. If the Board deems it is necessary that the general membership deal with an issue, no action will be taken exclusively by the Board.
- b. Take a vote of the members and the Board of Directors on land use actions and report both of the results to Clackamas County. A combined vote of the

members and the Board on regional strategic planning issues will be reported.

- c. Represent the Hamlet to the BCC, the County Department of Transportation & Development (DTD), any other agents or agencies of the County or State governments or other jurisdictions, non-governmental organizations, or other entities.
- d. Conduct monthly community meetings of which four (4) are quarterly Town Hall meetings.
- e. Prepare an agenda for community and Town Hall meetings.
- f. Provide a quarterly report of activities to the members of the Hamlet to be presented at the Town Hall meetings, and an annual report to the BCC, coordinated by the County Liaison.
- g. Conduct all appropriate administrative functions of the Hamlet, including minutes, yearly budget, and record keeping.
- h. Select a member as Corresponding Secretary to send out letters as directed by vote of the Board, to respond to County land use applications, and to perform related tasks.
- i. Select a member as Speaker to represent the Hamlet and its positions, proposals, and recommendations before the BCC, at hearings, to the County DTD, cities, any other agents or agencies of the County or State governments or other jurisdictions, non-governmental organizations, or other entities, and to coordinate the Hamlet's activities with the same affecting the Hamlet's interests.
- j. Select a member as Registrar to keep the membership rolls, to verify qualifications for membership, to oversee signing in at meetings, and to supervise and confirm votes at community meetings.
- k. File appeals of the action of the County DTD, the BCC, any other agents or agencies of the County or State governments or other jurisdictions, non-governmental organizations, or other entities.

Section 8. Duties of Officers. The duties of each is as follows:

- **Chair:** The chair will preside over meetings of the Hamlet and the Board; may co-sign, with the treasurer, for all authorized expenditures; ensure the Hamlet's activities are undertaken; appoint committee chairs and receive and share reports of their committee's activities; ensure communication between the Hamlet and other entities; collect and review the Hamlet's correspondence; ensure notice is given of meetings. The chair will be an ex-officio member of all committees.
- **Vice-Chair:** The vice-chair will perform the duties of the chair in his/her absence or incapacity. The vice-chair may co-sign for authorized expenditures if either the chair or treasurer is unable to perform this duty.
- **Secretary:** All votes by members and Board shall be counted by the secretary or their designee and results shall be announced at the meeting and recorded in the minutes of the meeting. The secretary shall keep accurate records including minutes, attendance, and correspondence for one (1) year or until turned over to the County Liaison in compliance with Article XI. The minutes shall be made available on request to the Clerk of the Board of County Commissioners and to any Hamlet member.
- **Treasurer:** The treasurer shall maintain an accurate record of all income and expenses of the Hamlet and may co-sign authorized expenditures. The treasurer shall maintain a bank account, if applicable, and must present a statement of accounts at every community meeting. The treasurer's report shall be appended to the minutes. The treasurer shall file any legal reports as required by law.

Check signers are not to be related.

Section 9. Board Vacancies. A vacancy will occur when a Director is no longer a member of the Hamlet, dies, resigns, is removed, or has more than three (3) unexcused absences¹ from Hamlet community and/or Board meetings and is determined by a majority of the Board to have vacated the position. The vacancy shall be filled by appointment by the majority of the remaining Directors. The member appointed to fill the vacancy will serve until the next Town Hall meeting, at which time a majority of members present at the meeting will elect a successor.

Section 10. Board Meetings and Quorum. Meetings of the Board of Directors will be held at a time, place, and frequency to be determined by the Board. Notice shall be provided and meetings shall be open in accordance with the Oregon Public

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Meetings Law in compliance with Article XI. Notice of special meetings, at an unusual time or place, shall describe the time, place, and purpose of the meeting and shall be delivered to each Director personally or by telephone, email, or U.S. postal service, two (2) days prior to the special meeting. Four (4) Directors shall constitute a quorum at a Board meeting. Action will be taken by a majority vote of the Directors.

Section 11. Removal of a Board member.

- a. At a Town Hall meeting. Any member of the Board of Directors may only be removed by a vote of two-thirds (2/3) majority of voting members at a Town Hall meeting. Notice of intent to consider removal shall be given to each Board member and to the County Liaison and must be announced at the Town Hall meeting prior to the Town Hall meeting when the vote will occur and included on the meeting agenda; or
- b. By the BCC. Any member of the Board of Directors may be removed by a vote of the BCC. The BCC may enter an Order removing a Board member if the BCC finds any of the following:
 1. It to be in the best interests of the citizens of the Hamlet or the County, to remove the Board member;
 2. That the Hamlet Board member has failed to regularly follow the Board's adopted bylaws; or
 3. That the Hamlet Board member has failed to satisfy the requirements of Chapter 2.10 of County Code.

Section 12. Compensation. Directors shall not be paid for services on the Board, but may be reimbursed for Board-approved expenses related to their Hamlet duties. A receipt or invoice must accompany all requests for reimbursement.

Article VII: Community Meetings, Including Town Hall Meetings

Section 1. Community Meetings. The Hamlet shall hold monthly community meetings when there is business before the Hamlet to identify, discuss, and prioritize community issues. All such meetings shall be open to the public.

The Hamlet shall undertake the activities and business of the Hamlet, including identifying, discussing, and voting on community issues; voting on land use actions; setting goals to guide the Board, hearing reports of Board actions, and providing feedback; and handling other matters as proposed by the members or the Board of Directors.

- a. Members and non-members may attend and speak at all meetings.
- b. Votes by members are advisory to the Hamlet Board, and shall guide the Board in setting policy direction in Hamlet affairs.
- c. Official action shall be taken only by a vote of the Board. If the Board takes action contrary to a member vote, that action, and the Board's reasoning, shall be presented to the County Liaison, and to members at the next Town Hall meeting.

Section 2. Town Hall Meetings. The Hamlet shall hold quarterly Town Hall meetings. In addition to matters usual for community meetings, the Town Hall meetings will include annual and vacancy elections for Directors and/or recall votes, proposals to amend the Bylaws, and a report of the prior quarter's activities by the Board and membership.

Section 3. Special Community Meetings. Special community meetings may be held to address an urgent topic if requested by a majority of the Board or by ten (10) members. A minimum of two (2) days notice shall be given by posting in three (3) prominent public places and/or by electronic communication to the membership; fax or email of notice to the media is encouraged. All actions shall be reported at the next regular community meeting.

Section 4. Notification. At least seven (7) days prior to regular community and Town Hall meetings, members shall be notified according to provisions of Oregon's Open Public Meetings law in compliance with Article XI.

Section 5. Voting. Only members of the Hamlet may vote, although the meetings are public. Action will be taken by a simple majority vote of members present. Votes will be by a show of hands or by roll call, if required by Oregon Law in compliance with Article XI, unless members request a paper ballot. No proxy or absentee votes will be allowed.

Article VIII: Funding

Section 1. Grants and Fundraising. The Hamlet shall have no power to request a tax levy or impose any other fees on its members. The Hamlet may accept contributions or raise funds, including grants, in compliance with Article X. The Hamlet may also enter into agreements for the sharing of revenue with the County.

Section 2. County Funding. Funding for Hamlet activities shall be provided by Clackamas County as deemed appropriate and feasible by the BCC.

Article IX: County Liaison

A designated County Liaison will work with the Hamlet. Other County staff will work with the Hamlet as needed and available.

Article X: Local Budget Law; Contracts

Section 1. Local budget and audit law. The Hamlet may receive financial support from the County or other public or private fund sources, and shall cooperate with the County in complying with the requirements of the local budget and audit laws of the State of Oregon.

Section 2. County trust accounts. Working with the County Liaison, the Hamlet shall open a trust account with the County Treasurer to accumulate contributions. The account shall be established according to County Treasurer protocol. Authorized requests for funds held by the County in trust for the Hamlet shall be made in writing to the County Liaison.

Section 3. Imprest petty cash or bank account. The Hamlet may maintain an imprest petty cash fund or an imprest bank account in an amount authorized by the BCC for operating expenditures. If the Hamlet chooses to use an imprest bank account, all banking decisions must be coordinated with the County Treasurer or delegate. In addition, the County Treasurer or delegate must be an authorized signatory on the account and copies of all bank statements and reconciliations must be forwarded to the County Treasurer's office. Deposits in financial institutions must comply with all requirements of ORS Chapter 295.

As used in this section, "imprest" means a petty cash fund or a bank account into which a fixed amount of money is placed for the purpose of making minor disbursements for small, routine operating expenses. As disbursements are made, a voucher is completed to record the date, amount, nature, and purpose of the disbursement. The total of cash and the substantiating vouchers must always equal the total fixed amount of money set aside in the imprest fund or account.

Section 4. County contract authority. The Hamlet shall not enter into contracts unless expressly authorized in writing by the BCC or its delegate. All Clackamas County contracts are subject to the Clackamas County Local Contract Review Board rules.

Article XI: Public Meetings And Public Records

The Hamlet shall comply with ORS 192, Public Reports and Meetings, to the extent required by law.

Section 1. Public meetings. Meetings of Hamlet Board, including Town Hall meetings where a quorum of the Board is in attendance, are public meetings under the Oregon public meetings law. The requirements for public meetings include, but are not limited to, providing adequate meeting notice, opening the meetings to the public, recording votes, and keeping minutes.

Section 2. Public records. Hamlet records are public records subject to disclosure unless exempt. Public record requests must be submitted to the County Liaison for processing. The Hamlet shall cooperate with the County in responding to each request.

Section 3. Records retention. All original records shall be retained by the Hamlet as required by law, with copies provided to the County Liaison. Copies of all meeting minutes shall be submitted to the County Liaison within forty-five (45) days from the date of the meeting. Changes to the bylaws and a list of current Board members shall be submitted to the County Liaison within thirty (30) days of any changes in Bylaws or Board members.

Article XII: Liability; Risk Management

The Hamlet Directors, acting within the scope of authority granted by the organization's Bylaws and the County policies, are considered agents of the County for claims made against the organization, officers, or members for the purposes of the Oregon Tort Claims Act, ORS 30.260 to 30.302. When acting in the capacity of a CPO, the Hamlet Board shall not be considered an agent of the County.

The Hamlet Board of Directors must obtain approval from the County Risk Manager through the County liaison prior to undertaking public fundraising activities.

Article XIII: Indemnity

Clackamas County shall indemnify the Directors of the Hamlet to the fullest extent allowed by Oregon law.

Article XIV: Dissolution

aSection 1. Initiation. Dissolution of the Hamlet may be initiated by:

- a. An Order of the BCC; or
- b. Filing a petition with the County Liaison. The petition must be signed by a majority of a quorum of the Directors present at a properly noticed meeting of the Board of Directors.

Section 2. Process. The BCC may enter an Order dissolving the Hamlet if the BCC finds any of the following:

- a. It to be in the best interests of the citizens of the Hamlet or the County, to dissolve the Hamlet;
- b. That the Hamlet Board members have failed to regularly follow its adopted bylaws; or
- c. That the Hamlet Board members have failed to meet the requirements of Chapter 2.10.

Section 3. CPO status. Dissolution of the Hamlet shall cause the Beavercreek Community Planning Organization (BCPO) to become active and resume its land use planning role. The boundary of the reactivated BCPO shall be the boundary of the Hamlet at the time of its dissolution.

Section 4. Disposition plan. An Order for dissolution of the Hamlet shall include a plan for disposing of assets and for payment of any indebtedness. A BCC Order approving dissolution shall include a plan for dissolution. If the Order requires the dissolution of any districts, the dissolution of such districts shall be conducted in accordance with state and local law.

Article XV: Amendments To Bylaws

These Bylaws may be amended or repealed, and new Bylaws adopted, by a two-thirds (2/3) vote of the members present at a Town Hall meeting. Any proposed Bylaw amendment shall be read at one Town Hall meeting and voted upon at the next Town Hall meeting. Proposed bylaw amendments shall be presented to the BCC for review and approval at a public work session scheduled at least thirty (30) days prior to a town hall vote on the amendments. All changes to the Bylaws must be approved by the BCC before they become effective.

Article XVI: Severability

Invalidity or unenforceability of one or more provisions of these Bylaws shall not affect any other provision of these Bylaws.

Date Adopted By Hamlet Members: 29 June 2006

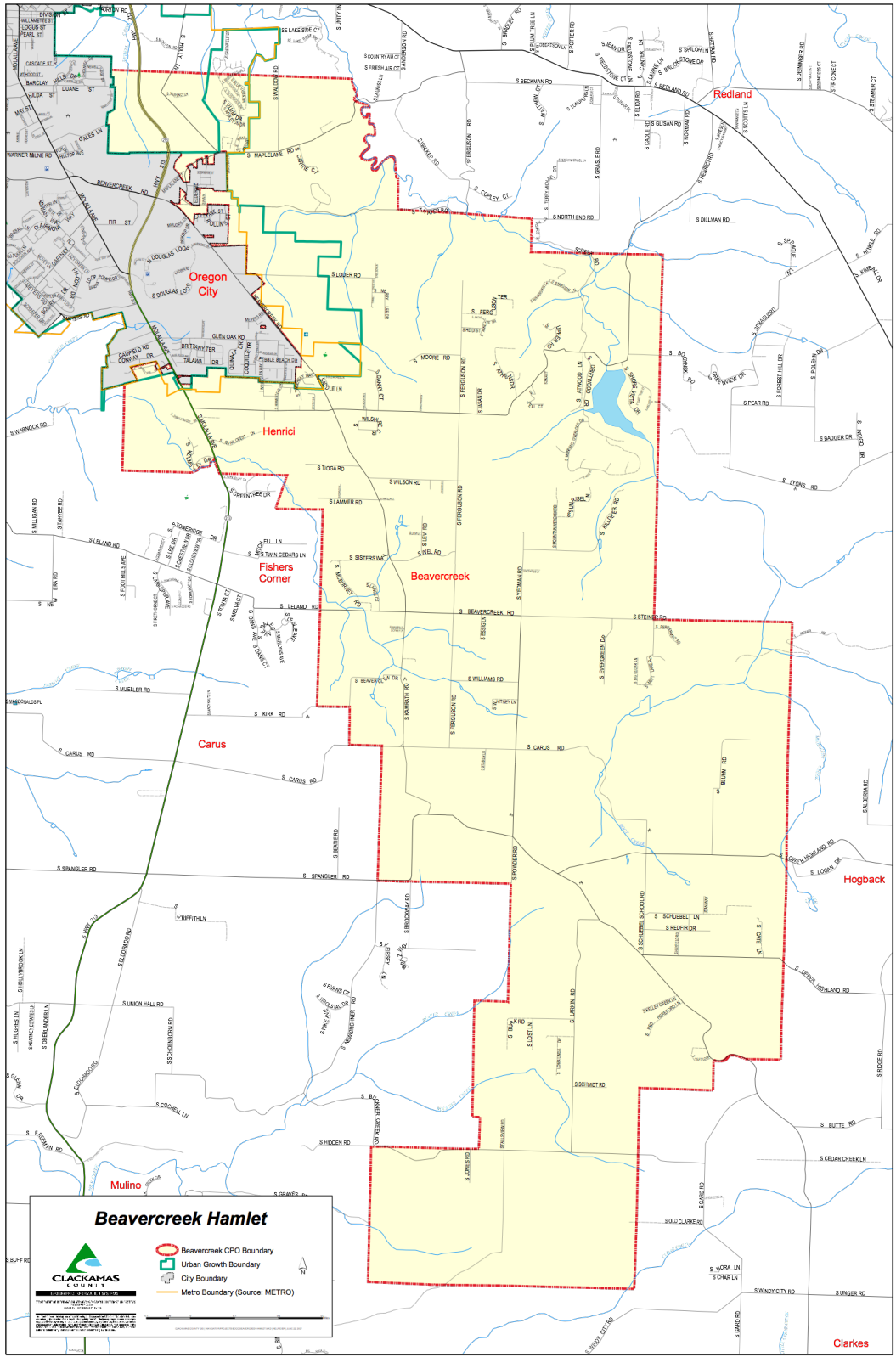
Date Ratified By BCC: 21 September 2006

Date Of Ratified Amendments Adoption: 28 March 2007

Date Amended By Hamlet Members: 24 April 2013

Date amended By Hamlet Members: 25 April 2018

Hamlet Area  Map



Adopted 6/00

CARUS COMMUNITY PLANNING ORGANIZATION BYLAWS

ARTICLE 1

Name: Carus Community Planning Organization

ARTICLE 2

Purpose and/or Goal:

- A. To bring together persons who share a common concern for the community's interest and environment.
- B. To inform citizens in the community through public meetings of proposed developments or changes in land use that might affect the area and to provide an opportunity for citizen input.
- C. To organize the citizens in the area to establish their own priorities for land use.
- D. To provide the community with a vehicle for establishing an organized two-way communications channel with public agencies and governmental organizations.
- E. To aid the community in preserving and enhancing the existing natural environment.
- F. To advise the County on traffic, law enforcement and other concerns and to suggest solutions.

ARTICLE 3

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.

BOUNDARY: FOR MAP - ACCESS GIS

ARTICLE 4

Voting:

Carus CPO Bylaws - Page 2

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 two (2) regular meetings during the past twelve months, one of which is the previous regular meeting.
- 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 results of the voting shall be reported numerically and become part of the minutes.

ARTICLE 5

Quorum:

Membership meeting quorum shall consist of five voting members, or which two are officers.

ARTICLE 6

Elections:

Officers shall be elected at the first organization meeting and in August of each year thereafter. The elected officers will take office the following month.

ARTICLE 7

Meeting:

- A. Meetings will be conducted in a businesslike manner and according to recognized parliamentary procedures (Roberts' Rules of Order).
- B. Minutes shall be kept and will be available for inspection.
- C. Regular meetings will be scheduled for the 2nd Thursday of each month unless otherwise advised.
- D. CPO will notify the local newspaper or give other appropriate notice in advance of all meetings.

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- E. Special meetings may be called by the officers of the organization with proper notice. Special meetings shall be duly advertised and open to all interested parties and shall be called by the president or two officers.

ARTICLE 8

Board of Directors:

The Board of Directors shall consist of seven members: three elected officers and four elected representatives, all members of the organization, as follows:

- A. President: Presides at all meeting. May represent the community in all conferences or activities involving inter-organizational planning and coordinating.
- B. 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.
- C. Secretary-Treasure: 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. Will serve as treasure, as needed, recording funds, if any, and reporting same to organization.
- D. Area Representatives: Four (or more) elected members who shall represent geographic areas within the boundaries of the organization.

All terms of office shall be for two years.

ARTICLE 9

Vacancies:

Vacancies on the Board shall be filled by appointment of the Board of Directors and ratification of the general membership until the next regular election.

ARTICLE 10

Amendment Procedures:

1 503 632 358
FROM : BiLL & Ariel Mars

PHONE NO. : 1 503 632 358

Jun. 22 2000 05:24PM P5

Carus CPO Bylaws - page 4

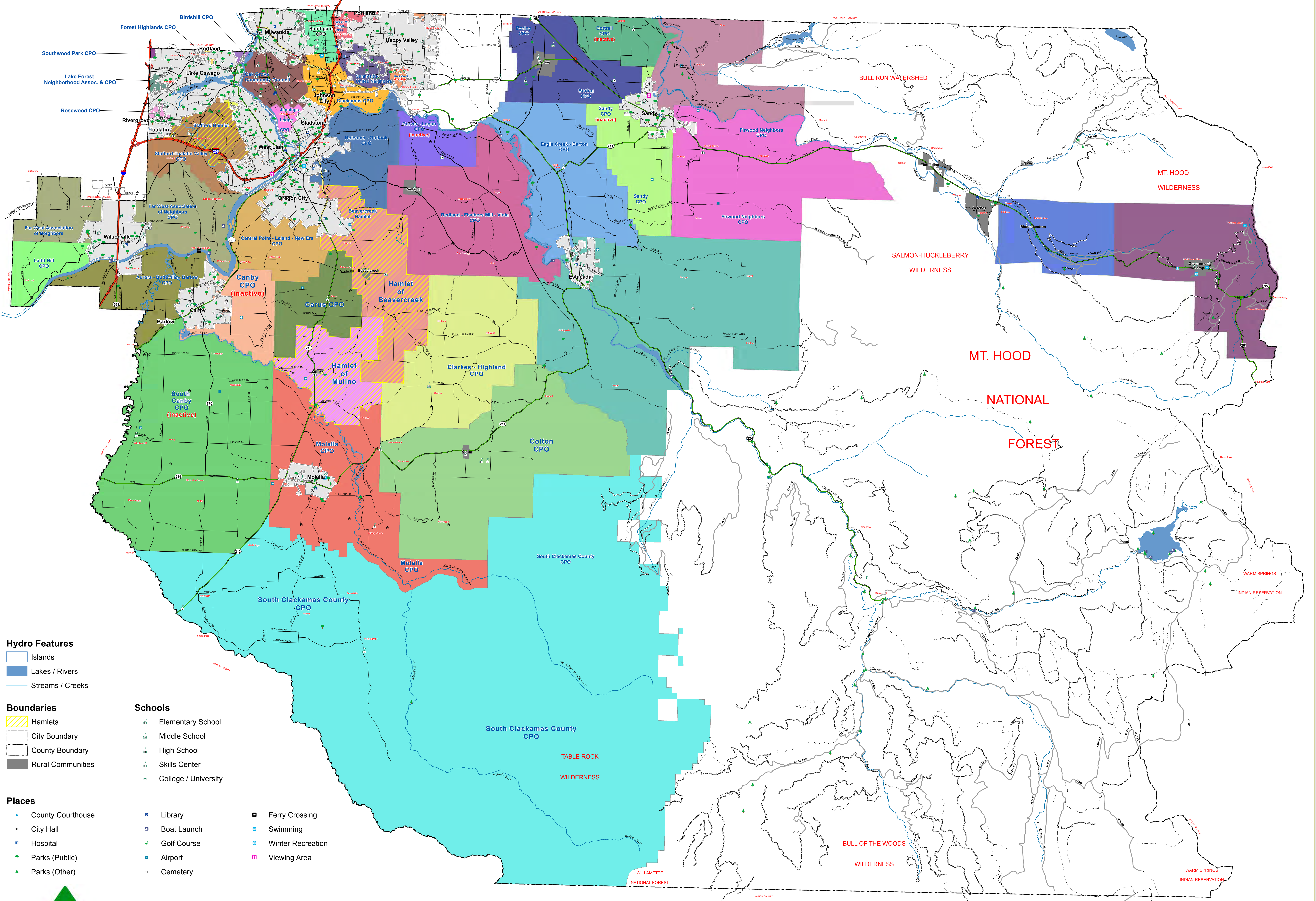
By laws may be amended by two-thirds vote of the membership at a regular meeting at which a quorum is present, provided:

- A. That the proposed amendment has been read and approved at a previous regular meeting; and
- B. That the proposed amendment has been published in the minutes prior to adoption of the amendment at the following meeting; and
- C. That the proposed amendment has been approved as to form by County Counsel.

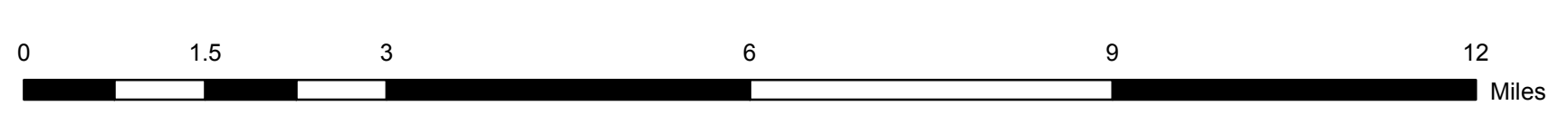
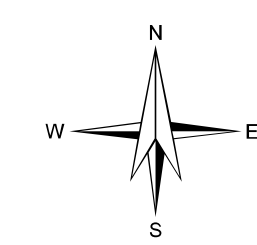
Note: Membership and participation in the Carus CPO shall not be conditional upon the payment of dues or other mandatory fees. Such dues or fees may be collected on a voluntary basis only. We do not collect dues of any kind.

Reminder: Carus CPO does not discriminate against individuals or groups based on race, religion, color, sex, sexual orientation, age, disability, national origin, income, or political affiliation in any of its policies, recommendations or actions.

Clackamas County CPOs, Hamlets & Villages



- Hydro Features**
- Islands
 - Lakes / Rivers
 - Streams / Creeks
- Boundaries**
- Hamlets
 - City Boundary
 - County Boundary
 - Rural Communities
- Schools**
- Elementary School
 - Middle School
 - High School
 - Skills Center
 - College / University
- Places**
- County Courthouse
 - City Hall
 - Hospital
 - Parks (Public)
 - Parks (Other)
 - Library
 - Boat Launch
 - Golf Course
 - Airport
 - Cemetery
 - Ferry Crossing
 - Swimming
 - Winter Recreation
 - Viewing Area



The information on this map was derived from digital databases from Clackamas County's GIS. Clackamas County is not responsible for any errors, omissions, or partial accuracy, and therefore, there are no warranties which accompany this product. Although information has been derived from a Land Survey, there are no warranties which accompany this product, nor any liability for errors or omissions. Users are cautioned to hold only information on this product under existing conditions.

Would you like to know more about land-use in your Carus community and how you can participate?

Dear Carus Resident,

Clackamas County wants to ensure residents of Carus have access to learn about and to engage in land-use decision making in your area. One of the ways we do this is by supporting community-lead Community Planning Organizations (CPOs.) The Carus CPO has become inactive. Past outreach has not resulted in anyone interested in leading a Carus CPO. If you are interested in reactivating the Carus CPO by serving on the Board we need to hear from you.

The Hamlet of Beaver Creek serves as the CPO for the Beaver Creek area and would welcome you into the Hamlet by expanding its boundary to include the Carus community. We need to hear from you if you are interested in this opportunity.

To tell us what you think, please complete the short survey at:

www.surveymonkey.com/r/CarusCommunity

This survey will end November 30.

To learn more about The Hamlet of Beaver Creek visit: beavercreek.org

To learn more about CPO and Hamlet programs visit: clackamas.us/community



The Hamlet of
BEAVERCREEK

www.beavercreek.org

Follow us @Hamlet-of-Beavercreek



board@beavercreek.org



www.clackamas.us

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communityinvolvement@clackamas.us

Clackamas County
Public & Government Affairs
The Hamlet of Beavercreek
2051 Kaen Road
Oregon City, OR 97045

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: **Approx. Start Time:** 2:30 p.m. **Approx. Length:** 30 minutes
Presentation Title: Merging the Hamlet of Beaver creek and the Carus CPO
Department: Public and Government Affairs (PGA)
Presenters: Katie Wilson
Other Invitees: Chris Lyons, Government Affairs Manager, Tammy Stevens and Bill Merchant of the Hamlet of Beaver creek

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Staff is seeking Board of County Commissioner approval to merge the Hamlet of Beaver creek and the Carus CPO.

EXECUTIVE SUMMARY:

Hamlets and Community Planning Organizations (CPOs) are part of the Clackamas County Community Involvement Program. Hamlets are unique to Clackamas County and are advisory to the Board of County Commissioners on community issues. CPOs are advisory to the Board of Commissioners on land use matters affecting their communities. CPOs are notified of proposed land use actions and legislative changes within their boundaries and often provide feedback or make recommendations to the Board of County Commissioners about these actions. Public and Government Affairs (PGA) acts in a liaison role between Hamlet and CPO members, the Board and county staff.

Carus community members reached out to the Hamlet of Beaver creek board about their CPO becoming inactive. They were unable to find volunteers who could commit to serving as the CPO board and inquired about their options to possibly merge with the hamlet. The Hamlet of Beaver creek board asked PGA to help them determine their options to ensure the Carus community had representation in land-use and community issues. PGA staff worked with the hamlet to investigate different approaches. The Beaver creek community discussed the topic of Carus at length at several community town halls and voted in unanimous support of inviting the Carus CPO to merge with the hamlet. The Carus community was more difficult to engage as the CPO had gone inactive and community town halls were not possible due to COVID19. The community was invited to take a survey to share their views on either volunteering to serve on a reactivated CPO or to merge with the Hamlet of Beaver creek. Community members were notified of the survey opportunity via postcard, social media, and grass roots community based organizations. The results of the survey indicate the Carus community desires the opportunity to participate in land-use and would like to have more interaction in their county government. The method most supported by the Carus community to support their needs was to merge with the Hamlet of Beaver creek.

If approved, staff will work with the newly expanded hamlet to update their bylaws and to continue to reach out to residents in the expanded coverage area to publicize their meetings and activities.

FINANCIAL IMPLICATIONS (current year and ongoing):

This effort is supported by the PGA budget of which approximately \$400 was spent on postcards mailed to the potentially impacted properties.

STRATEGIC PLAN ALIGNMENT:

- This item aligns with the Public and Government Affairs Strategic Business Plan goals to provide strategic outreach, engagement and consultation services to county elected officials, departments and community organizations, so they can build public trust and awareness, and achieve their strategic and operational results and Clackamas County residents will be aware of and engaged with county government.
- This item aligns with the County's Performance Clackamas goals by building public trust through good government.

LEGAL/POLICY REQUIREMENTS:

Each Hamlet and CPO follows requirements set forth in state statute, BCC ordinance or bylaws.

PUBLIC/GOVERNMENTAL PARTICIPATION:

PGA acts as a liaison between the Hamlets and CPOs, the BCC and county departments. PGA has supported the Hamlet of Beaver Creek and Carus CPO members in adhering to an inclusive public process including; outreach to impacted residents, formal approval from the impacted hamlet, and a survey to solicit feedback and request for formal BCC approval.

OPTIONS:

1. Approve the merging of the Hamlet of Beaver Creek and the Carus CPO as proposed.
2. Do not approve the proposed merge.

RECOMMENDATION:

Staff recommends: Option 1. Approve the merging of the Hamlet of Beaver Creek and the Carus CPO as proposed

ATTACHMENTS:

- Hamlet of Beaver Creek Bylaws
- Carus CPO Bylaws
- CPO/Hamlet Map
- Beaver Creek Postcard

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval s/Sue Hildick

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Sue Hildick at shildick@clackamas.us

The Bylaws Of The Hamlet Of Beavercreek

Article I: Name

The name of this hamlet shall be The Hamlet of Beavercreek.

Article II: Purpose

The purpose of The Hamlet of Beavercreek is:

1. To promote community identity.
2. To provide members with a forum for dealing with a broad range of issues.
3. To represent the community and be its voice.
4. To enhance livability, sustainability, and functioning of the community, and to direct community planning.
5. To handle other community issues.

Article III: Activities Of Hamlet

The Hamlet shall undertake the following:

1. Involve members in the land use and community planning processes.
2. Hold monthly community meetings, of which four (4) are quarterly Town Hall meetings, to include expression of concerns, education, deliberation, policy development, and goal setting.
3. Protect the rural character of the area.
4. Represent the Hamlet to other governmental bodies and organizations.
5. Develop and maintain active, two-way communication with Clackamas County and other governmental bodies on matters affecting the Hamlet.
6. Recommend actions or inactions to Clackamas County and other governmental bodies such as, but not limited to, Oregon City, Metro, and the State of Oregon, on strategic planning, land use, environment, and livability issues including, but not limited to, building a sense of community, zoning, development, transportation, traffic, parks, trails, recreation, rural center beautification, economic development, preservation and enhancement of the natural environment, and Hamlet recognition.

7. Develop a Hamlet plan, such as a design review process.
8. Develop a Hamlet budget to support Hamlet objectives, funds may be provided by Clackamas County and voluntary sources.
9. Be responsive to the comprehensive needs of the Hamlet and take action to support its objectives.
10. Assume the functions of the Beavercreek Community Planning Organization, including land use planning.
11. Acknowledge formally the strategic plan adopted by the Board of County Commissioners.

Article IV: Area

Section 1. Boundary. The boundary of the Hamlet is the previous boundary of the Beavercreek Community Planning Organization, as recognized by the Board of County Commissioners (BCC). The area enclosed by the Boundary will be the Recognized Area. (*Map is attached*). Clackamas County may revise the boundary.

Section 2. Changes. The Hamlet Boundary may be changed after discussion with neighboring organizations, jurisdictions, and service providers; a majority vote of the members at a Town Hall meeting; and review and approval by the BCC.

Article V: Membership and Voting

Members 18 years old or older of the Hamlet's Recognized Area are eligible to vote at all meetings. Membership will be granted to all persons upon showing proof of eligibility and signing the official membership/attendance register. Membership will lapse if the member is no longer eligible. Participation is by individual initiative rather than by governmental or Hamlet invitation.

Business entities and trusts are entitled to one representative vote. If a business entity is owned by more than one person, only one person may claim to be a member because of such ownership. A non-resident owner of multiple parcels of real property may claim to be a member because of such ownership, but may cast only one vote. Multiple non-resident owners of the same real property may claim membership because of such ownership, but may cumulatively cast only one vote and hold only one Board position based on that property. If more than one person claims to be the authorized representative of a business, trust, or real property, the votes cast by those persons shall be made by provisional ballots.

A provisional ballot is a vote that is conditionally counted as set forth in this section. Provisional ballots shall be given to attendees at a meeting who cannot provide proof of Hamlet member status at the time of the meeting, or in the event there is a dispute as to the authorized representative of a business or property.

In the event of a dispute over authorized representative status for a business or property, the burden is on the business or property owners to designate their authorized representative. Until then, the vote will be classified as provisional.

To receive a provisional ballot, individuals must provide their name, address, contact telephone number, and basis for their claim of citizen status. If available, an email address must also be provided.

Provisional ballots will be examined only upon a determination that a sufficient number have been cast to possibly affect the outcome of the vote.

If provisional ballots are to be examined, ballot-casters shall be notified of the need to provide proof of identification or other required information that verifies their status as members of the Hamlet who are eligible to cast votes. Voters casting provisional ballots will be given five (5) business days from the date of notification to provide proof of citizenship.

Provisional ballots shall be counted by County staff or a designee.

Article VI: Board Of Directors

Section 1. Board. The interests of the Hamlet are represented by a Board of Directors. The Board is the representative voice of its citizens and serves in an advisory capacity to the BCC and others on issues of concern to the Hamlet.

All Board members must satisfactorily complete training required by the BCC and provided by County staff. Such training may include, but not be limited to, Board rules, procedure and governance, public meetings and public records, elections, and governmental ethics. No Board member may participate in Board deliberations or voting until completing the training required by this section.

Section 2. Code of Conduct for Board Members:

- a. Serve the best interest of the Hamlet of Beaver Creek as a whole, regardless of personal interests.
- b. Conduct open, fair and well-publicized meetings.

- c. Provide opportunities for the community to comment on decisions facing the Hamlet.
- d. Perform duties without bias for or against any individual or group.
- e. Act within the boundaries of Board authority as advisory to the BCC.
- f. Comply with all other aspects of Oregon law applicable to public officials, including the public records law, public meeting law, ethics law, and election law.

Section 3. Nomination. Nominations may come from members and/or a Nominating Committee. The nominations must be submitted to the Nominating Committee at least one (1) month prior to the annual Town Hall elections meeting for them to prepare a slate for BCC review.

Section 4. Eligibility. Any Hamlet member shall be eligible for the Board.

Section 5. Election of Board, including Officers. The Hamlet's Board of Directors will include seven (7) members: four (4) officers Chair, Vice-Chair, Secretary, Treasurer -- and three (3) additional Board members. The Board of Directors will select from its numbers those positions after the election.

Election of Directors will be conducted by paper ballot unless candidates run unopposed. Those receiving the highest number of votes will win. Votes will be counted by the Registrar and by two (2) representatives of the Nominating Committee; candidates are welcome to observe and/or provide an observer. In case of a tie vote, if neither winner withdraws, decision for the position will be by lot.

Section 6. Terms of Office. The term of office for Directors, including the Officers, shall be two (2) years. In even numbered years, four (4) Board members come up for election; in odd numbered years, three (3) Board members come up for election

Section 7. Duties of Board of Directors. The duties of the Board of Directors are:

- a. Work with members to determine the Hamlet's vision, goals, and activities, and to carry them out. Following member-established Hamlet goals, the Board may take action about which it will notify members at the next community meeting. If the Board deems it is necessary that the general membership deal with an issue, no action will be taken exclusively by the Board.
- b. Take a vote of the members and the Board of Directors on land use actions and report both of the results to Clackamas County. A combined vote of the

members and the Board on regional strategic planning issues will be reported.

- c. Represent the Hamlet to the BCC, the County Department of Transportation & Development (DTD), any other agents or agencies of the County or State governments or other jurisdictions, non-governmental organizations, or other entities.
- d. Conduct monthly community meetings of which four (4) are quarterly Town Hall meetings.
- e. Prepare an agenda for community and Town Hall meetings.
- f. Provide a quarterly report of activities to the members of the Hamlet to be presented at the Town Hall meetings, and an annual report to the BCC, coordinated by the County Liaison.
- g. Conduct all appropriate administrative functions of the Hamlet, including minutes, yearly budget, and record keeping.
- h. Select a member as Corresponding Secretary to send out letters as directed by vote of the Board, to respond to County land use applications, and to perform related tasks.
- i. Select a member as Speaker to represent the Hamlet and its positions, proposals, and recommendations before the BCC, at hearings, to the County DTD, cities, any other agents or agencies of the County or State governments or other jurisdictions, non-governmental organizations, or other entities, and to coordinate the Hamlet's activities with the same affecting the Hamlet's interests.
- j. Select a member as Registrar to keep the membership rolls, to verify qualifications for membership, to oversee signing in at meetings, and to supervise and confirm votes at community meetings.
- k. File appeals of the action of the County DTD, the BCC, any other agents or agencies of the County or State governments or other jurisdictions, non-governmental organizations, or other entities.

Section 8. Duties of Officers. The duties of each is as follows:

- **Chair:** The chair will preside over meetings of the Hamlet and the Board; may co-sign, with the treasurer, for all authorized expenditures; ensure the Hamlet's activities are undertaken; appoint committee chairs and receive and share reports of their committee's activities; ensure communication between the Hamlet and other entities; collect and review the Hamlet's correspondence; ensure notice is given of meetings. The chair will be an ex-officio member of all committees.
- **Vice-Chair:** The vice-chair will perform the duties of the chair in his/her absence or incapacity. The vice-chair may co-sign for authorized expenditures if either the chair or treasurer is unable to perform this duty.
- **Secretary:** All votes by members and Board shall be counted by the secretary or their designee and results shall be announced at the meeting and recorded in the minutes of the meeting. The secretary shall keep accurate records including minutes, attendance, and correspondence for one (1) year or until turned over to the County Liaison in compliance with Article XI. The minutes shall be made available on request to the Clerk of the Board of County Commissioners and to any Hamlet member.
- **Treasurer:** The treasurer shall maintain an accurate record of all income and expenses of the Hamlet and may co-sign authorized expenditures. The treasurer shall maintain a bank account, if applicable, and must present a statement of accounts at every community meeting. The treasurer's report shall be appended to the minutes. The treasurer shall file any legal reports as required by law.

Check signers are not to be related.

Section 9. Board Vacancies. A vacancy will occur when a Director is no longer a member of the Hamlet, dies, resigns, is removed, or has more than three (3) unexcused absences¹ from Hamlet community and/or Board meetings and is determined by a majority of the Board to have vacated the position. The vacancy shall be filled by appointment by the majority of the remaining Directors. The member appointed to fill the vacancy will serve until the next Town Hall meeting, at which time a majority of members present at the meeting will elect a successor.

Section 10. Board Meetings and Quorum. Meetings of the Board of Directors will be held at a time, place, and frequency to be determined by the Board. Notice shall be provided and meetings shall be open in accordance with the Oregon Public

1

Meetings Law in compliance with Article XI. Notice of special meetings, at an unusual time or place, shall describe the time, place, and purpose of the meeting and shall be delivered to each Director personally or by telephone, email, or U.S. postal service, two (2) days prior to the special meeting. Four (4) Directors shall constitute a quorum at a Board meeting. Action will be taken by a majority vote of the Directors.

Section 11. Removal of a Board member.

- a. At a Town Hall meeting. Any member of the Board of Directors may only be removed by a vote of two-thirds (2/3) majority of voting members at a Town Hall meeting. Notice of intent to consider removal shall be given to each Board member and to the County Liaison and must be announced at the Town Hall meeting prior to the Town Hall meeting when the vote will occur and included on the meeting agenda; or
- b. By the BCC. Any member of the Board of Directors may be removed by a vote of the BCC. The BCC may enter an Order removing a Board member if the BCC finds any of the following:
 1. It to be in the best interests of the citizens of the Hamlet or the County, to remove the Board member;
 2. That the Hamlet Board member has failed to regularly follow the Board's adopted bylaws; or
 3. That the Hamlet Board member has failed to satisfy the requirements of Chapter 2.10 of County Code.

Section 12. Compensation. Directors shall not be paid for services on the Board, but may be reimbursed for Board-approved expenses related to their Hamlet duties. A receipt or invoice must accompany all requests for reimbursement.

Article VII: Community Meetings, Including Town Hall Meetings

Section 1. Community Meetings. The Hamlet shall hold monthly community meetings when there is business before the Hamlet to identify, discuss, and prioritize community issues. All such meetings shall be open to the public.

The Hamlet shall undertake the activities and business of the Hamlet, including identifying, discussing, and voting on community issues; voting on land use actions; setting goals to guide the Board, hearing reports of Board actions, and providing feedback; and handling other matters as proposed by the members or the Board of Directors.

- a. Members and non-members may attend and speak at all meetings.
- b. Votes by members are advisory to the Hamlet Board, and shall guide the Board in setting policy direction in Hamlet affairs.
- c. Official action shall be taken only by a vote of the Board. If the Board takes action contrary to a member vote, that action, and the Board's reasoning, shall be presented to the County Liaison, and to members at the next Town Hall meeting.

Section 2. Town Hall Meetings. The Hamlet shall hold quarterly Town Hall meetings. In addition to matters usual for community meetings, the Town Hall meetings will include annual and vacancy elections for Directors and/or recall votes, proposals to amend the Bylaws, and a report of the prior quarter's activities by the Board and membership.

Section 3. Special Community Meetings. Special community meetings may be held to address an urgent topic if requested by a majority of the Board or by ten (10) members. A minimum of two (2) days notice shall be given by posting in three (3) prominent public places and/or by electronic communication to the membership; fax or email of notice to the media is encouraged. All actions shall be reported at the next regular community meeting.

Section 4. Notification. At least seven (7) days prior to regular community and Town Hall meetings, members shall be notified according to provisions of Oregon's Open Public Meetings law in compliance with Article XI.

Section 5. Voting. Only members of the Hamlet may vote, although the meetings are public. Action will be taken by a simple majority vote of members present. Votes will be by a show of hands or by roll call, if required by Oregon Law in compliance with Article XI, unless members request a paper ballot. No proxy or absentee votes will be allowed.

Article VIII: Funding

Section 1. Grants and Fundraising. The Hamlet shall have no power to request a tax levy or impose any other fees on its members. The Hamlet may accept contributions or raise funds, including grants, in compliance with Article X. The Hamlet may also enter into agreements for the sharing of revenue with the County.

Section 2. County Funding. Funding for Hamlet activities shall be provided by Clackamas County as deemed appropriate and feasible by the BCC.

Article IX: County Liaison

A designated County Liaison will work with the Hamlet. Other County staff will work with the Hamlet as needed and available.

Article X: Local Budget Law; Contracts

Section 1. Local budget and audit law. The Hamlet may receive financial support from the County or other public or private fund sources, and shall cooperate with the County in complying with the requirements of the local budget and audit laws of the State of Oregon.

Section 2. County trust accounts. Working with the County Liaison, the Hamlet shall open a trust account with the County Treasurer to accumulate contributions. The account shall be established according to County Treasurer protocol. Authorized requests for funds held by the County in trust for the Hamlet shall be made in writing to the County Liaison.

Section 3. Imprest petty cash or bank account. The Hamlet may maintain an imprest petty cash fund or an imprest bank account in an amount authorized by the BCC for operating expenditures. If the Hamlet chooses to use an imprest bank account, all banking decisions must be coordinated with the County Treasurer or delegate. In addition, the County Treasurer or delegate must be an authorized signatory on the account and copies of all bank statements and reconciliations must be forwarded to the County Treasurer's office. Deposits in financial institutions must comply with all requirements of ORS Chapter 295.

As used in this section, "imprest" means a petty cash fund or a bank account into which a fixed amount of money is placed for the purpose of making minor disbursements for small, routine operating expenses. As disbursements are made, a voucher is completed to record the date, amount, nature, and purpose of the disbursement. The total of cash and the substantiating vouchers must always equal the total fixed amount of money set aside in the imprest fund or account.

Section 4. County contract authority. The Hamlet shall not enter into contracts unless expressly authorized in writing by the BCC or its delegate. All Clackamas County contracts are subject to the Clackamas County Local Contract Review Board rules.

Article XI: Public Meetings And Public Records

The Hamlet shall comply with ORS 192, Public Reports and Meetings, to the extent required by law.

Section 1. Public meetings. Meetings of Hamlet Board, including Town Hall meetings where a quorum of the Board is in attendance, are public meetings under the Oregon public meetings law. The requirements for public meetings include, but are not limited to, providing adequate meeting notice, opening the meetings to the public, recording votes, and keeping minutes.

Section 2. Public records. Hamlet records are public records subject to disclosure unless exempt. Public record requests must be submitted to the County Liaison for processing. The Hamlet shall cooperate with the County in responding to each request.

Section 3. Records retention. All original records shall be retained by the Hamlet as required by law, with copies provided to the County Liaison. Copies of all meeting minutes shall be submitted to the County Liaison within forty-five (45) days from the date of the meeting. Changes to the bylaws and a list of current Board members shall be submitted to the County Liaison within thirty (30) days of any changes in Bylaws or Board members.

Article XII: Liability; Risk Management

The Hamlet Directors, acting within the scope of authority granted by the organization's Bylaws and the County policies, are considered agents of the County for claims made against the organization, officers, or members for the purposes of the Oregon Tort Claims Act, ORS 30.260 to 30.302. When acting in the capacity of a CPO, the Hamlet Board shall not be considered an agent of the County.

The Hamlet Board of Directors must obtain approval from the County Risk Manager through the County liaison prior to undertaking public fundraising activities.

Article XIII: Indemnity

Clackamas County shall indemnify the Directors of the Hamlet to the fullest extent allowed by Oregon law.

Article XIV: Dissolution

aSection 1. Initiation. Dissolution of the Hamlet may be initiated by:

- a. An Order of the BCC; or
- b. Filing a petition with the County Liaison. The petition must be signed by a majority of a quorum of the Directors present at a properly noticed meeting of the Board of Directors.

Section 2. Process. The BCC may enter an Order dissolving the Hamlet if the BCC finds any of the following:

- a. It to be in the best interests of the citizens of the Hamlet or the County, to dissolve the Hamlet;
- b. That the Hamlet Board members have failed to regularly follow its adopted bylaws; or
- c. That the Hamlet Board members have failed to meet the requirements of Chapter 2.10.

Section 3. CPO status. Dissolution of the Hamlet shall cause the Beavercreek Community Planning Organization (BCPO) to become active and resume its land use planning role. The boundary of the reactivated BCPO shall be the boundary of the Hamlet at the time of its dissolution.

Section 4. Disposition plan. An Order for dissolution of the Hamlet shall include a plan for disposing of assets and for payment of any indebtedness. A BCC Order approving dissolution shall include a plan for dissolution. If the Order requires the dissolution of any districts, the dissolution of such districts shall be conducted in accordance with state and local law.

Article XV: Amendments To Bylaws

These Bylaws may be amended or repealed, and new Bylaws adopted, by a two-thirds (2/3) vote of the members present at a Town Hall meeting. Any proposed Bylaw amendment shall be read at one Town Hall meeting and voted upon at the next Town Hall meeting. Proposed bylaw amendments shall be presented to the BCC for review and approval at a public work session scheduled at least thirty (30) days prior to a town hall vote on the amendments. All changes to the Bylaws must be approved by the BCC before they become effective.

Article XVI: Severability

Invalidity or unenforceability of one or more provisions of these Bylaws shall not affect any other provision of these Bylaws.

Date Adopted By Hamlet Members: 29 June 2006

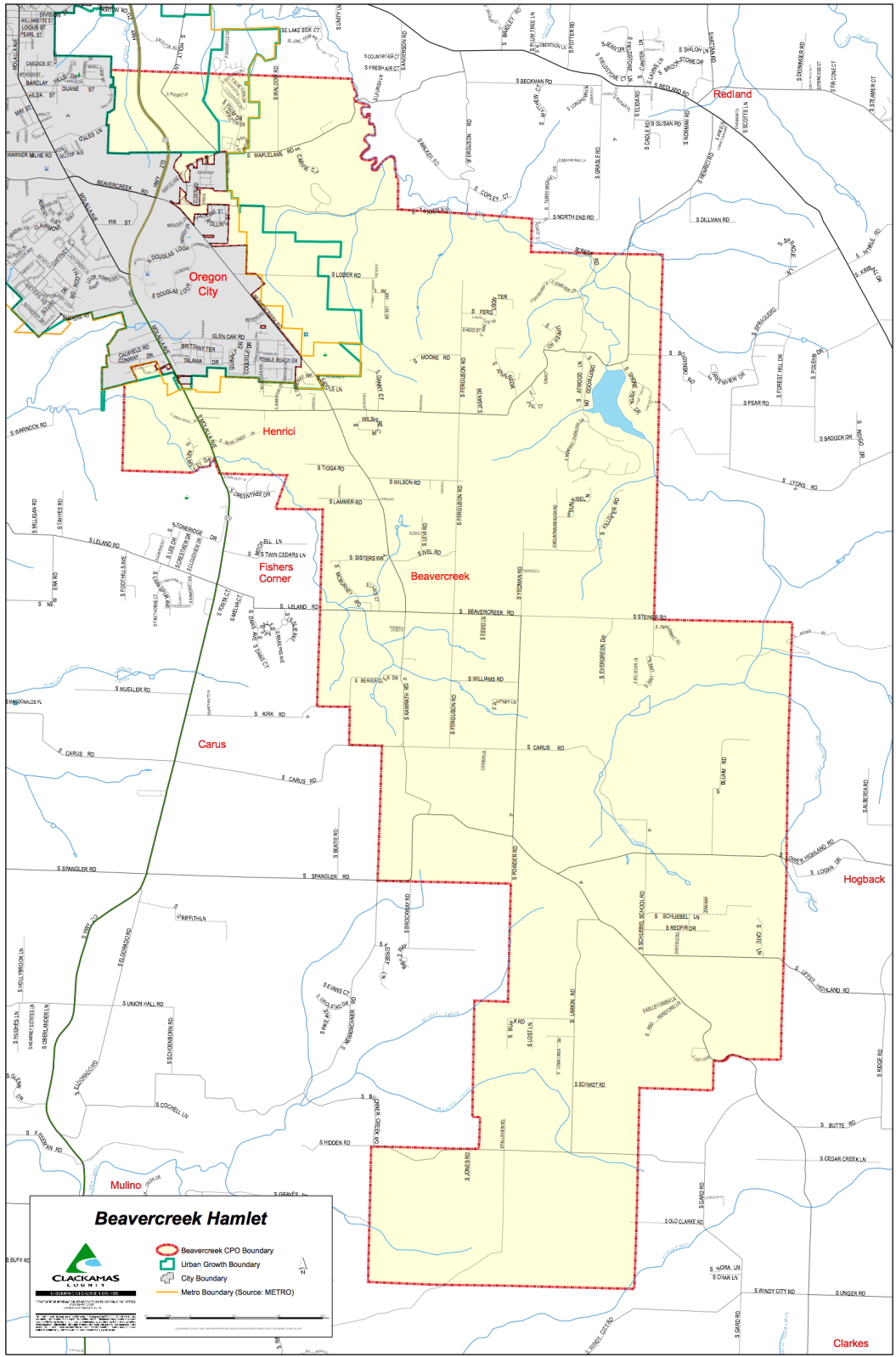
Date Ratified By BCC: 21 September 2006

Date Of Ratified Amendments Adoption: 28 March 2007

Date Amended By Hamlet Members: 24 April 2013

Date amended By Hamlet Members: 25 April 2018

Hamlet Area  Map



Adopted 6/00

CARUS COMMUNITY PLANNING ORGANIZATION BYLAWS

ARTICLE 1

Name: Carus Community Planning Organization

ARTICLE 2

Purpose and/or Goal:

- A. To bring together persons who share a common concern for the community's interest and environment.
- B. To inform citizens in the community through public meetings of proposed developments or changes in land use that might affect the area and to provide an opportunity for citizen input.
- C. To organize the citizens in the area to establish their own priorities for land use.
- D. To provide the community with a vehicle for establishing an organized two-way communications channel with public agencies and governmental organizations.
- E. To aid the community in preserving and enhancing the existing natural environment.
- F. To advise the County on traffic, law enforcement and other concerns and to suggest solutions.

ARTICLE 3

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.

BOUNDARY: FOR MAP - ACCESS GIS

ARTICLE 4

Voting:

Carus CPO Bylaws - Page 2

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 two (2) regular meetings during the past twelve months, one of which is the previous regular meeting.
- 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 results of the voting shall be reported numerically and become part of the minutes.

ARTICLE 5

Quorum:

Membership meeting quorum shall consist of five voting members, or which two are officers.

ARTICLE 6

Elections:

Officers shall be elected at the first organization meeting and in August of each year thereafter. The elected officers will take office the following month.

ARTICLE 7

Meeting:

- A. Meetings will be conducted in a businesslike manner and according to recognized parliamentary procedures (Roberts' Rules of Order).
- B. Minutes shall be kept and will be available for inspection.
- C. Regular meetings will be scheduled for the 2nd Thursday of each month unless otherwise advised.
- D. CPO will notify the local newspaper or give other appropriate notice in advance of all meetings.

Carus CPO Bylaws - page 3

- E. Special meetings may be called by the officers of the organization with proper notice. Special meetings shall be duly advertised and open to all interested parties and shall be called by the president or two officers.

ARTICLE 8

Board of Directors:

The Board of Directors shall consist of seven members: three elected officers and four elected representatives, all members of the organization, as follows:

- A. President: Presides at all meeting. May represent the community in all conferences or activities involving inter-organizational planning and coordinating.
- B. 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.
- C. Secretary-Treasure: 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. Will serve as treasure, as needed, recording funds, if any, and reporting same to organization.
- D. Area Representatives: Four (or more) elected members who shall represent geographic areas within the boundaries of the organization.

All terms of office shall be for two years.

ARTICLE 9

Vacancies:

Vacancies on the Board shall be filled by appointment of the Board of Directors and ratification of the general membership until the next regular election.

ARTICLE 10

Amendment Procedures:

1 503 632 358
FROM : BiLL & Ariel Mars

PHONE NO. : 1 503 632 358

Jun. 22 2000 05:24PM P5

Carus CPO Bylaws - page 4

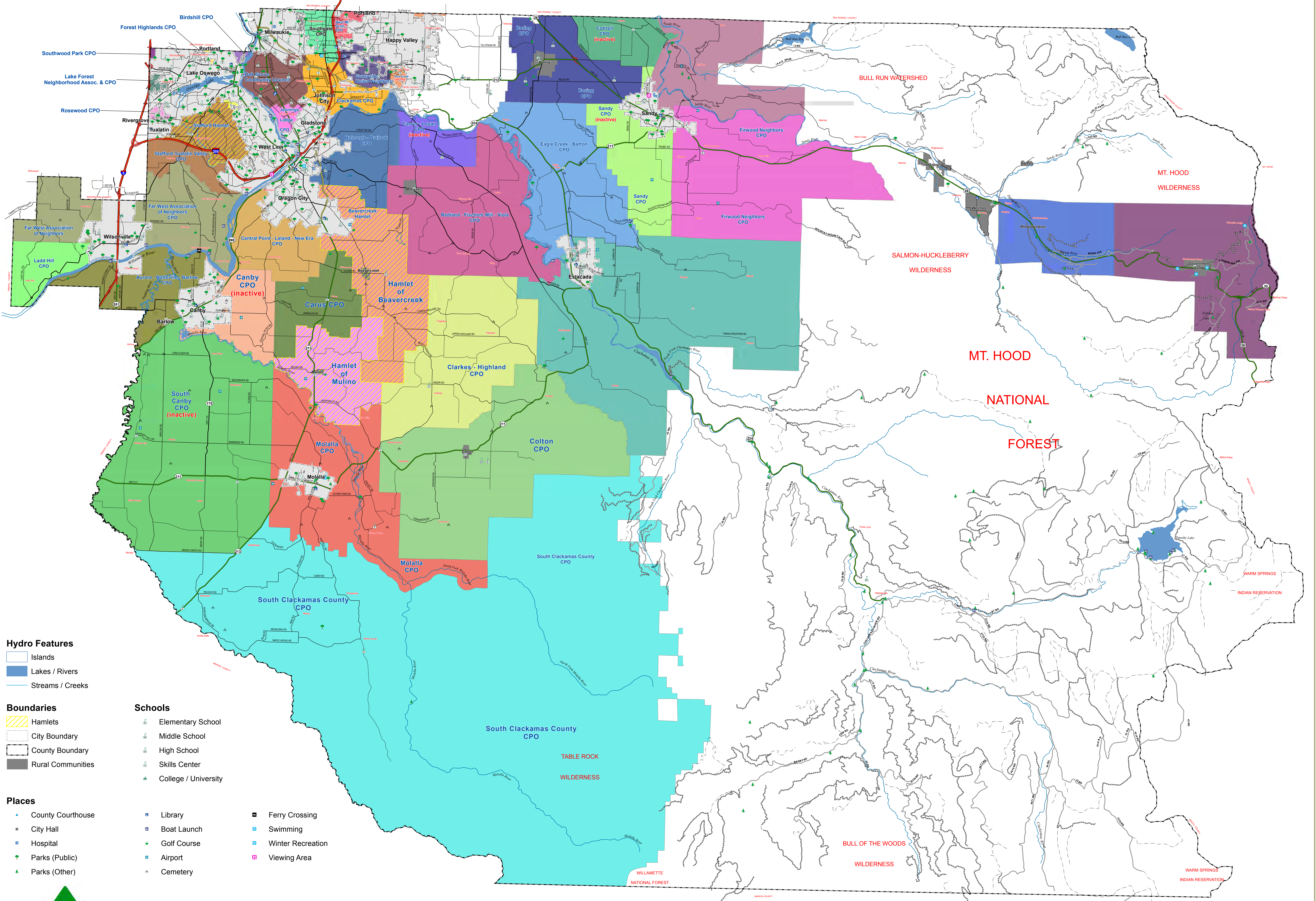
By laws may be amended by two-thirds vote of the membership at a regular meeting at which a quorum is present, provided:

- A. That the proposed amendment has been read and approved at a previous regular meeting; and
- B. That the proposed amendment has been published in the minutes prior to adoption of the amendment at the following meeting; and
- C. That the proposed amendment has been approved as to form by County Counsel.

Note: Membership and participation in the Carus CPO shall not be conditional upon the payment of dues or other mandatory fees. Such dues or fees may be collected on a voluntary basis only. We do not collect dues of any kind.

Reminder: Carus CPO does not discriminate against individuals or groups based on race, religion, color, sex, sexual orientation, age, disability, national origin, income, or political affiliation in any of its policies, recommendations or actions.

Clackamas County CPOs, Hamlets & Villages



Hydro Features

- Islands
- Lakes / Rivers
- Streams / Creeks

Boundaries

- Hamlets
- City Boundary
- County Boundary
- Rural Communities

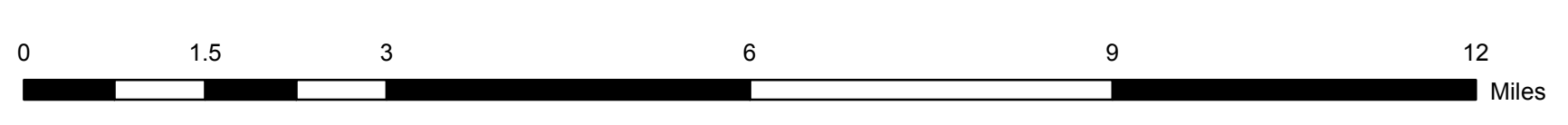
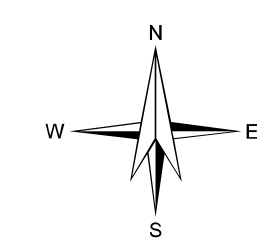
Schools

- Elementary School
- Middle School
- High School
- Skills Center
- College / University

Places

- County Courthouse
- City Hall
- Hospital
- Parks (Public)
- Parks (Other)

- Library
- Boat Launch
- Golf Course
- Airport
- Cemetery
- Ferry Crossing
- Swimming
- Winter Recreation
- Viewing Area



The information on this map was derived from digital databases from Clackamas County's GIS. Clackamas County is not responsible for any errors, omissions, or partial accuracy, and therefore, there are no warranties which accompany this product. Although information has been derived from a Land Survey, there are no warranties which accompany this product, nor any liability for errors or omissions. Users are cautioned to hold only reliance on this product when making any decisions.

Clackamas County GIS | 121 Library Court | Department of Information Services/GIS | Oregon City, Oregon 97146 | 503.636.2000

Would you like to know more about land-use in your Carus community and how you can participate?

Dear Carus Resident,

Clackamas County wants to ensure residents of Carus have access to learn about and to engage in land-use decision making in your area. One of the ways we do this is by supporting community-lead Community Planning Organizations (CPOs.) The Carus CPO has become inactive. Past outreach has not resulted in anyone interested in leading a Carus CPO. If you are interested in reactivating the Carus CPO by serving on the Board we need to hear from you.

The Hamlet of Beaver Creek serves as the CPO for the Beaver Creek area and would welcome you into the Hamlet by expanding its boundary to include the Carus community. We need to hear from you if you are interested in this opportunity.

To tell us what you think, please complete the short survey at:

www.surveymonkey.com/r/CarusCommunity

This survey will end November 30.

To learn more about The Hamlet of Beaver Creek visit: beavercreek.org

To learn more about CPO and Hamlet programs visit: clackamas.us/community



The Hamlet of
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