

# **Southwood Park Community Planning Organization Bylaws – Updated April 23, 2018**

## **Article I - Name**

Southwood-Woodland Park Community Planning Organization (CPO)

## **Article II - 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 on 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 communication channels 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 III - Membership**

### **A member must be:**

- A. Resident of the recognized area; or
- B. Property owner within the recognized area; or
- C. Designated representative of a business, corporation, or trust within the recognized area.

## **Article IV - Boundary**

See Map, Exhibit "A" attached.

## **Article V - Voting**

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

- A. Comply with the membership qualifications; .
- B. Be of legal voting age;
- C. Have registered at a previous meeting during the past twelve months.

Action of the CPO shall be by a majority vote of voting membership present at any regular or special meeting for which a quorum is present. The results of the voting shall be reported numerically and become part of the minutes.

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

## **Article VI - Quorum**

Membership meeting quorum shall consist of 5 voting members, of which two are members of the board of directors.

## **Article VII - Elections**

Officers shall be nominated and elected at the first organizational meeting and elected in October of each year thereafter. The elected officers will take office immediately after being elected.

## **Article VIII – Meetings**

Meetings will be conducted in a businesslike manner and according to recognized parliamentary procedures (Roberts' Rules of Order).

**A.** Minutes shall be kept and will be available for inspection.

**B.** Regular meetings will be scheduled for the 4<sup>th</sup> Monday in April and October, unless otherwise advised.

**C.** CPO will give appropriate notice in advance of all meetings (e.g., post on county website, post on *Nextdoor*, distribute flyers, send emails, display signs throughout the neighborhood)

**D.** Special meetings may be called by the board of directors of the organization with proper notice.

**E.** Special meetings shall be duly advertised and open to all interested parties and shall be called by the president or two members of the board of directors, and be advertised two weeks prior, if time permitting.

## **Article IX - Board of Directors**

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

### **A. \*President**

Presides at all meetings.

May represent the community in all conferences or activities involving intraorganizational planning and coordinating.

### **B. \*Vice-President**

**a.** Presides over meetings during the absence of the president.

**b.** Works with the president and other members of the organization on intraorganizational planning and coordination.

**c.** Directs the activities of all committees.

**d.** Serves as president if president moves or steps down

### **C. \*Secretary-Treasurer**

**a.** Keeps minutes and attendance records of all membership and committee meetings.

**b.** Keeps a file of all correspondence and records, which will be available for public inspection and review in compliance with state statutes regarding public access.

**c.** Serves as treasurer by recording funds and reporting expenses to the organization.

**D. Area Representatives** (Four or more individuals who represent geographic areas within the boundaries of the organization).

**a.** Informs the organization of issues affecting the areas they represent.

**b.** Informs the residents in their geographic area about upcoming meetings.

\*Officer positions (president, vice-president, & secretary-treasurer) may be shared by two members.

## **Article X - Term of Office**

All terms of office shall be for one year.

## **Article XI - 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 XII - Amendment Procedures**

Bylaws may be amended by a two-thirds majority 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.