

CENTRAL POINT-LELAND ROAD-NEW ERA  
COMMUNITY PLANNING ORGANIZATION  
BYLAWS

**ARTICLE I**

Section 1. NAME. The name of the organization shall be the Central Point-Leland Road-New Era Community Planning Organization. (Referred to herein as the CPLRNECPO).

**ARTICLE II**

Section 1. BOUNDARIES. The boundaries of the CPLRNECPO 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 CPLRNECPO is to serve the residents within the boundaries of the CPLRNECPO in matters concerning community development, land use and community issues in general.

Section 2. GOALS. The goals of the CPLRNECPO are as follows:

- a. Involve area residents in the land use and community planning process.
- 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 board to the Board of County Commissioners, the Planning Commission and the Planning Division on matters affecting areas within the boundaries of the CPLRNECPO.
- 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 CPLRNECPO.
- 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 CPLRNECPO'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 CPLRNECPO shall be open to anyone 18 years of age or older residing, owning property or conducting business within the CPLRNECPO 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 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 CPLRNECPO is participatory rather than appointive.

Section 2. VOTING. All registered members of the CPLRNECPO may vote on issues presented.

Action by the CPLRNECPO shall be a majority vote of the qualified membership present at any regular or special meeting at which a quorum is present. The vote shall be verified by the Chairperson. The results of the voting shall be reported as required by ORS 192.650(1)(c) and made part of the meeting minutes as follows:

- a. If the number of members exceeds 25 then the vote of the members shall be reported numerically.
- b. If the number of members is 25 or less then the vote of each member shall be reported by name.

Section 3. LAND USE APPLICATIONS. In cases where response deadlines preclude action at a regular or special meeting, the CPLRNECPO officers may take action restricted to:

- a. Renewals of Home Occupation Permits where no complaints exist.
- b. Renewals of temporary hardship mobile occupations where no complaints exist
- c. Renewals of Home Business Permits where no complaints exist.

Any action taken by CPLRNECPO officers shall be reviewed and voted upon at the next CPLRNECPO meeting for confirmation of the action.

Section 3, Article IV approved and added at December 4, 2002 CPLRNECPO meeting.

## ARTICLE V

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

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

The CPLRNECPO 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 CPLRNECPO. After the first election, the election of officers of the CPLRNECPO 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. NOMINATING COMMITTEE. A Nominating Committee shall be appointed by the Chairperson 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 is as follows:

a. Chairperson: The Chairperson shall preside over all meetings of CPLRNECPO 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 CPLRNECPO. 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 CPLRNECPO. 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 CPLRNECPO 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 CPLRNECPO 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 upon the request of two (2) of the officers or any five (5) members of the CPLRNECPO. The time and location shall be determined by the CPLRNECPO. 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 CPLRNECPO, of which at least two (2) are officers. A quorum shall be present at a meeting in order for the CPLRNECPO to transact business.

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

## **ARTICLE IX**

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

## **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 proposed amendments shall be approved by the members of the CPLRNECPO. However, the amendments shall not be in effect until approved by the Board of County Commissioners 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 CPLRNECPO. To be eligible to vote for any amendment, a member must have been previously registered in attendance to at least one (1) meeting during the previous twelve (12) months.