



## MEMORANDUM

TO: Clackamas County Board of County Commissioners (BCC)  
FROM: Tonia Holowetzki, Director, Public & Government Affairs  
RE: Approval of Proposed Bylaws for the Hoodland Community Planning Organization  
DATE: January 28, 2025

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**REQUEST:** Public & Government Affairs requests the Board of County Commissioners approve the proposed bylaws for the Hoodland Community Planning Organization (CPO).

**BACKGROUND:** The CPO expanded its officers' roster and included more details regarding the responsibility of each position. The expansion also changed the CPO's quorum requirements, which are reflected in the revised bylaws.

**RECOMMENDATION:** Staff recommends the Board approve the revised bylaws for the Hoodland Community Planning Organization.

Respectfully Submitted,

Tonia Holowetzki  
Director, Public & Government Affairs

### Attachments

- Attachment #1: Proposed Bylaws
- Attachment #2: Hoodland CPO Boundaries
- Attachment #3: Red-line Tracker of Bylaw Changes

## HOODLAND COMMUNITY PLANNING ORGANIZATION BYLAWS

Last amended: March 2023

**ARTICLE 1. NAME.** The name of the organization shall be the Hoodland Community Planning Organization. (Referred to herein as the Hoodland CPO or CPO).

**ARTICLE 2. AREA SERVED:** The boundaries of the Hoodland CPO shall be the area between Rhododendron CPO and Firwood CPO as established by Clackamas County. A map defining those boundaries is attached as Exhibit "A" and incorporated into these bylaws by this reference. These boundaries consider natural boundaries, commercial patterns, community organizations, and historical factors. Boundaries may be amended by petition. If petitioners are in an area presently represented by another active CPO, they must present a release statement from the CPO from which they are withdrawing. The CPO will recognize and encourage geographic representation of the villages within the boundaries to improve communications within the community.

### ARTICLE 3. PURPOSE AND GOALS

**PURPOSE AND GOALS.** The purpose of the Hoodland CPO is to serve the residents within the boundaries of the Hoodland CPO in matters concerning community development and land use issues in general. It is the primary conduit from the community to Clackamas County officials.

The goals of the Hoodland CPO are as follows:

- Involve area residents in the land use and community planning processes.
- Provide a line of communication between area residents and the Board of County Commissioners, the Planning Commission, and other public bodies.
- 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 Hoodland CPO.
- Develop planning proposals for 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 Hoodland CPO.
- Protect the character of the area by maintaining a vigilant posture to sustain a safe, healthy, and pleasant quality of life.

- Take such action as necessary by speaking out as a nonpartisan group in support of the Hoodland CPO purpose and goals.
- Be fully responsive to the comprehensive needs of the area and act as may be necessary in support of its purpose and goals in support of the CPO purpose and goals.

## **ARTICLE 4. MEMBERSHIP AND VOTING**

**SECTION 1. MEMBERSHIP.** Membership in the Hoodland CPO shall be open to anyone 18 years of age or older 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 with the recognized CPO area. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin, or income. All new members signing will be required to show proof of eligibility. Participation is by individual initiative rather than by governmental invitation. The Hoodland CPO is participatory rather than appointive. Membership and participation shall not be conditional upon the payment of dues or other mandatory fees. Such dues or fees may be collected voluntarily only.

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

1. Comply with membership qualifications
2. Be of legal voting age

Action by the Hoodland CPO shall be by a majority vote of the qualified membership present at any regular or special meeting, for which proper public notice is given and at which a quorum is present. The chairperson shall verify the vote. The voting results shall be reported numerically as required by ORS 192.650(1)(c) and made part of the meeting minutes.

Action by the Hoodland CPO board of directors shall be by a majority vote of the qualified officers on the board. A quorum is defined as four (4) or more officers present. The chairperson or vice chair shall verify the vote in the absence of the chairperson.

Proxy votes shall not be allowed.

In cases where response deadlines preclude action at a regular or special meeting, responsibility for acting is delegated to the CPO board. Board action shall be ratified at a public meeting with proper notice.

## **ARTICLE 5. OFFICERS AND DUTIES**

### **SECTION 1. OFFICERS.**

The officers of the Hoodland CPO shall include the following:

**SECTION 1. OFFICERS.** All the Hoodland CPO officers shall work with all members on planning, coordinating, and fulfilling operational tasks in SECTION 6. The officers of the Hoodland CPO shall include the following:

- 1. Chair. CPO Communication and meeting facilitation.** Manage the CPO's email account. Correspond with all appropriate persons. Shall co-sign with the treasurer for all authorized expenditures through petty cash or Clackamas County stipend. Serve as an ex-officio member on CPO committees. Represent the community at conferences or activities involving organizational planning and coordinating with other organizations and governmental groups. Fulfill tasks from the Operational Task List as needed.
- 2. Vice Chair. CPO Meeting planner and speaker manager.** Facilitate meetings during the absence of the chairperson. Coordinate with the chair to facilitate Zoom virtual interface for board and community meetings. Meeting planning, maintaining potential speakers list, and maintaining contact with speakers. Fulfill tasks from the Operational Task List as needed.
- 3. Treasurer. Funds management.** Record funds, if any, and report the same to the organization. Facilitate reimbursement process. Act as a co-signer with the chairperson for all authorized expenditures. Fulfill tasks from the Operational Task List as needed.
- 4. Secretary. Records oversight and control.** Keep minutes and attendance records of all membership and committee meetings. Provide oversight to CPO electronic records in G-drive of all correspondence and records available for public inspection and review in compliance with state statutes regarding public access. Fulfill tasks from the Operational Task List as needed.
- 5. Member-at-Large. Meeting management.** Act as sergeant-at-arms during meetings, lead the Pledge of Allegiance, and inform attendees of the CPO purpose and public input rules for meetings. Organize a speaking order for community members who wish to speak and explain the process. Use skills in time management, reading the room, and attending to those who may be acting inappropriately. Fulfill tasks from the Operational Task List as needed.
- 6. Member-at-Large. Social media.** Develop, maintain, and post online to NextDoor and Facebook. Approve membership requests. Post the first two pages of land use applications, events information, or flyers, and answer any questions from members. Fulfill tasks from the Operational Task List as needed.

7. **Member-at-Large. (Proposed new) Community livability.** Work with the community and the county to encourage the development of programs that will enhance livability, health, and feelings of well-being for all members of the community. Fulfill tasks from the Operational Task List as needed.

The Hoodland CPO shall provide the county's Public and Government Affairs with a current list of officers and meeting minutes.

**SECTION 2. SELECTION OF OFFICERS.** The first election shall be held at the first meeting of the Hoodland CPO. After the first election, the election of officers of the Hoodland CPO shall be held at the annual meeting. Officers shall assume their duties immediately upon election to office. All members are eligible for election to officer positions. Proxy votes shall not be allowed.

**SECTION 3. TERM OF SERVICE.** The term of office for all officers shall be one year, however, the officers shall continue to serve until a successor is elected or appointed to that office. Officers may serve multiple years.

**SECTION 4. VACANCIES.** A vacancy occurs when an officer, dies, resigns, is removed, is no longer eligible to serve, or has more than two 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 30 days prior to the annual meeting. This committee shall present its recommended list of candidates at the annual meeting. No person may be confirmed as a nominee without the permission of the nominated person.

**SECTION 6. OPERATIONAL TASK LIST.** The chair, vice chair and secretary shall maintain and modify in coordination with the full board a list of operational tasks in a folder on the G-drive accessible by all members of the board. This is to provide board members or nominees of the expected time commitments to different roles. This list is a shared commitment by all board members to fulfill tasks that are necessary to the CPO's programs and functions.

## **ARTICLE 6. MEETINGS.**

**SECTION 1.** Meetings of the Hoodland CPO shall be held in accordance with the Oregon Public Meetings Laws. Meeting shall be held no less than twice per year, with the annual meeting being held once per year. The chairperson may call special meetings at any time at the request of two (2) of the officers or any five (5) members of the Hoodland CPO. The time and location shall be determined by the CPO. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings

Law. Meetings will be posted in local newspapers, by individual email, local bulletin posting, and prominent social media sites. 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. Upon request, a copy of the minutes will be provided to the appropriate county agency. Meetings may be in any accessible space or via internet conference.

**SECTION 2. QUORUM.** A public meeting quorum consists of 7 voting members of the Hoodland CPO membership of which at least 4 are officers. A quorum shall be present at a meeting for the CPO to transact business.

**SECTION 3. RECORDS.** All records of the Hoodland CPO shall be subject to inspection and disclosure except as allowed by exemptions of the Oregon Public Record Law.

**SECTION 4. AGENDA.** Any member may submit an agenda item to the chairperson. Agenda items must be submitted no later than two weeks before the meeting. When a special meeting is called to discuss specific agenda items, no other business may be considered except at the chair's discretion. The agenda order of business at a regular meeting is at the chair's discretion.

**ARTICLE 7. HEARING PROCESS AND PROCEDURE.** Robert's Rules of Order shall govern proceedings at any meeting of Hoodland 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.

**ARTICLE 8. COMMITTEES.** The Hoodland CPO may create committees as required to promote the purposes and objectives of the CPO. A chairperson for each committee shall be selected by the CPO chairperson from the board members. Each committee shall contain only members of the Hoodland CPO.

**ARTICLE 9. DISSOLUTION.** 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, should be to a non-profit organization preferably within the Hoodland CPO boundaries. This organization shall be selected by the CPO membership in attendance at the final meeting. Any funds provided to the CPO by the county shall be returned to the county upon dissolution.

**ARTICLE 10 AMENDMENTS.** These bylaws may be amended. After approval by the Hoodland CPO board or membership proposed amendments shall be submitted to the county counsel for approval. Upon approval by the county counsel, the proposed amendments must be approved by the Board of County Commissioners. The amended

bylaws shall supersede all previous bylaws and become the governing rules for Hoodland CPO.

## **ARTICLE 12. ACCOUNTABILITY AND GRIEVANCES.**

**SECTION 1. ACCOUNTABILITY.** The CPO is responsible for notification to members of meetings, elections, action taken on issues, and other pertinent events. Its elected officers are responsible for speaking the views of members. Actions of CPO officers shall be made in good faith. All opinions expressed and actions demonstrated by individuals as members of the CPO board shall not make the officers singularly or collectively liable for any ramification caused by the opinion expressed

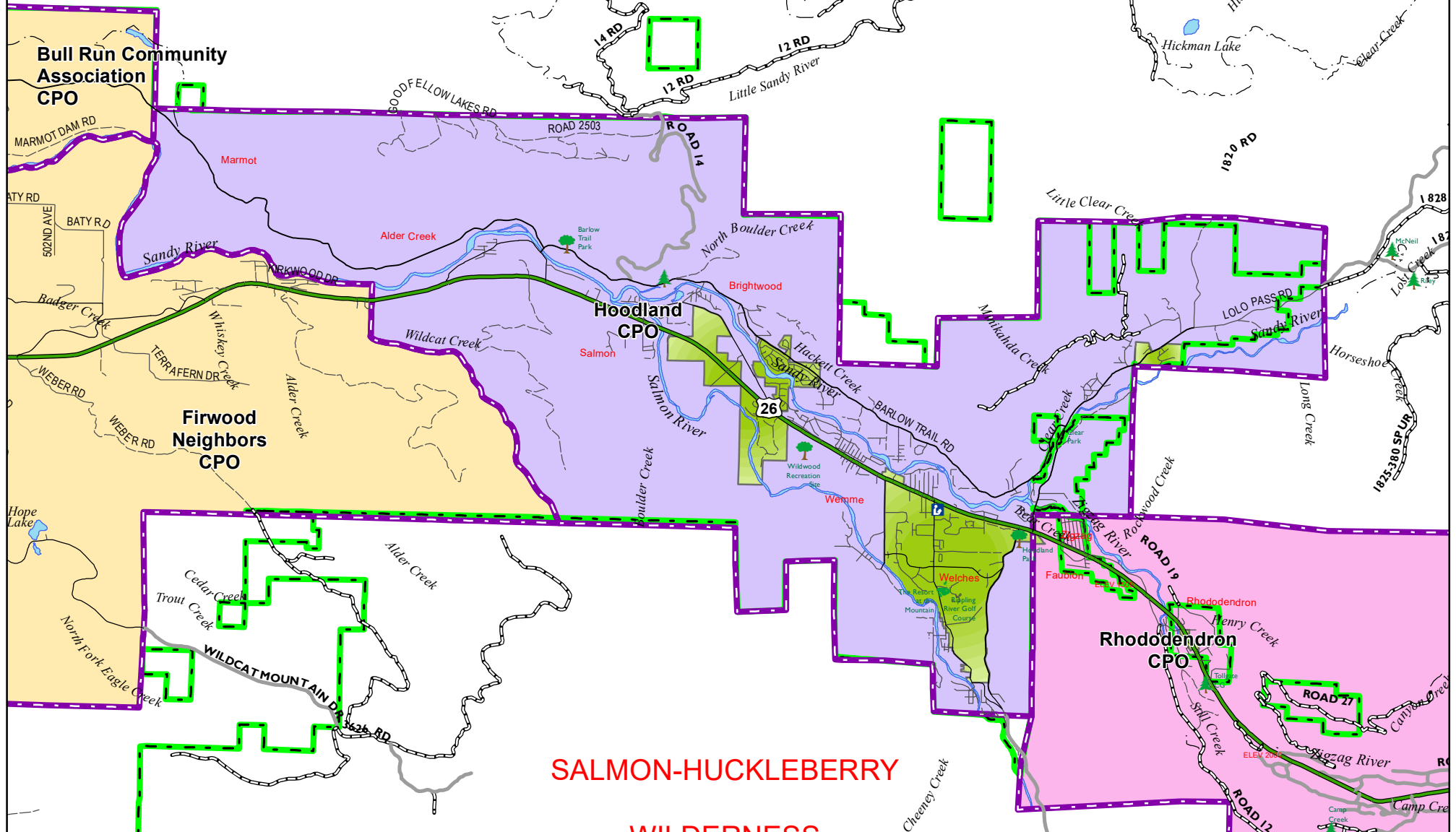
**SECTION 2. GRIEVANCE PROCEDURES.** The chairperson appoints five (5) members to a grievance committee. The grievance committee's responsibility shall be to hear complaints of persons adversely affected by decisions of the CPO and to make recommendations to the officers and the CPO for resolution of the complaint.

A person or group adversely affected by a decision or policy of the CPO may submit in writing a complaint to any member of the grievance committee within 90 days of the date of the decision.

Within seven (7) days of receipt of the complaint, the committee shall arrange with the petitioner a meeting at a mutually acceptable, place, date, and time for a review of the complaint, and recommend a resolution of the grievance to the officers and complainant within thirty (30) days after the meeting. The committee shall attempt to resolve the complaint. If the committee, officers, and petitioner cannot reach an agreement, the final resolution of the complaint shall be resolved by a majority vote of the general membership.

Attachment #2: Hoodland CPO Boundaries

**BULL RUN WATERSHED**



**Hoodland CPO**

- Rural Communities
- Mt. Hood National Forest
- CPO Boundaries
- Government Camp
- Mt. Hood Corridor
- Rhododendron

0 1 2 3 Miles

**CLACKAMAS COUNTY**  
 GEOGRAPHIC INFORMATION SYSTEMS

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**PURPOSE AND GOALS.** The purpose of the Hoodland CPO is to serve the residents within the boundaries of the Hoodland CPO in matters concerning community development and land use issues in general. It is the primary conduit from the community to Clackamas County officials.

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- Act as an advisory board to the Board of County Commissioners, the Planning Commission and the Planning Division on matters affecting areas with the boundaries of the Hoodland CPO.
- 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 with the boundaries of Hoodland CPO.
- Protect the character of the area by maintaining a vigilant posture to sustain a safe, healthy and pleasant quality of life.

- Take such action as necessary by speaking out as a nonpartisan group in support of the Hoodland CPO purpose and goals.
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A person or group adversely affected by a decision or policy of the CPO may submit in writing a complaint to any member of the grievance committee within 90 days of the date of decision.

Within seven (7) days of receipt of the complaint, the committee shall arrange with the petitioner a meeting at a mutually acceptable, place, date, and time for a review of the complaint, and will within thirty (30) days after the meeting recommend a resolution of the grievance to the officers and the complainant. The committee shall attempt to resolve the complaint. If the committee, officers and petitioner cannot reach agreement, final resolution of the complaint shall be by majority vote of the general membership.