

Colton CPO Bylaws

ARTICLE I

NAME

The Colton Community Planning Organization is a non-profit, non-sectarian, non-political organization.

ARTICLE II

BOUNDARIES

The boundaries of the Colton Community Planning Organization shall be the same as those established by Clackamas County. A map defining these boundaries shall be available for inspection upon request.

ARTICLE III

PURPOSE

Section 1. The mission of the Colton Community Planning Organization is to help realize that citizen involvement is essential in the governmental process to promote the general health and welfare of the total community and provide the vehicle by which citizens may achieve positive aims by becoming actively involved in planning programs for the growth and development of the community in future years.

Section 2. The Colton Community Planning Organization will act to communicate new ideas and plans for the community by holding public meetings in the public interest.

Section 3. The Colton Community Planning Organization will work for the improvement of the quality of life and economic health of the community.

Section 4. The Colton Community Planning Organization will actively encourage the historical, cultural, educational and recreational character of the Colton Community.

Section 5. The Colton Community Planning Organization will work to encourage planned land use and encourage citizen involvement in land-use planning.

Section 6. The Colton Community Planning Organization will work to encourage pride in the community's appearance, its past and future.

ARTICLE IV

MEMBERSHIP

Membership in the Colton Community Planning Organization shall be open to anyone: 18 years of age or over; residing , owning property, or who is a designated representative of a business, corporation, or trust within the recognized boundary. Voting membership will be granted upon completing a membership card and signing the attendance register at two meetings.

ARTICLE V

VOTING

Action of the Colton Community Planning Organization shall be by a majority vote of voting membership present at any regular or special meeting for which proper public notice is given an at which a quorum of at least five (5) voting members, of which at least two are officers, is present. The results of the voting shall be reported numerically and become part of the minutes. When less than 26 voting members are present, results of the voting must be recorded by name.

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

ARTICLE VI

BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of seven members: four elected officers and three elected representatives, all voting members of the CCPO, as follows: (a) Chairperson, (b) Vice-Chairperson, Secretary, (d) Treasurer, and (e) Three (3) at-large representatives. Section 2. The Board of Directors shall act for the Colton Community

Planning Organization only when it is not practical for a matter to await consideration at the next general membership meeting.

ARTICLE VII

SELECTION OF THE BOARD OF DIRECTORS

Section 1. After the first election, the election of members of the Board of Directors for the Colton Community Planning Organization shall be held in January. Members, upon election to office, will assume their duties immediately. All voting members are eligible for election to the Board of Directors.

Section 2. The term of office shall be one (1) year.

Section 3. A vacancy in an office shall be filled by appointment of the Board of Directors. An election will be held at the next regular meeting to fill the unexpired term.

Section 4. After the first election, a Nominating Committee shall be appointed by the Chairperson. This Committee shall submit its recommended list of candidates thirty (30) days prior to the election. Nominations may 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 his / her permission.

Section 5. The Chairperson shall not vote for a member of the Board of Directors except in the event of a tie when he / she shall cast the deciding vote.

ARTICLE VIII

DUTIES OF THE OFFICERS

Section 1. Chairperson: The Chairperson shall preside over all meetings of the Colton Community Planning Organization and shall co-sign for all authorized expenditures, appoint committee heads and have the responsibility of the performance of such duties as prescribed in the By-Laws. The Chairperson shall act as an ex officio member of all standing committees. The Chairperson may represent the Colton Community Planning Organization in all conferences or activities involving inter-organizational planning and coordinating.

Section 2. 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. The Vice-Chairperson shall be responsible to maintain the membership register in accordance with Article 4.

Section 3. Secretary: The Secretary shall keep accurate records of all meetings of the Colton Community Planning Organization. The minutes will be available for inspection and review in compliance with state statutes regarding public access. The Secretary shall also handle all correspondence of the organization.

Section 4. Treasurer: The Treasurer shall maintain an accurate record of all income and expenses of the Colton Community Planning Organization and shall co-sign authorized expenditures. The Treasurer's records shall be open for examination upon reasonable notice to the Treasurer.

ARTICLE IX

MEETINGS

Section 1. Meetings of the Colton Community Planning Organization shall be held no less than two (2) times per year. Regular meeting dates will be established each January by the CCPO members after the election of the Board of Directors. Meetings of the Colton Community Planning Organization shall be held in accordance with the Oregon Public Meetings Law.

The Colton Community Planning Organization will notify the local newspaper or give other appropriate notice in advance of all meetings.

Section 2. 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 Chairperson or Two (2) Officers. Notice of special meetings must be made to all Board of Director members by one of the following means: telephone, personal contact, or written notice left at home address.

ARTICLE X

HEARING PROCESS AND PROCEDURE

The Colton Community Planning Organization shall have an orderly process of a public hearing process. The management of the hearing meeting is detailed in a separate two page document entitled: Colton Community Planning Organization Hearing Process and Procedure” which shall be considered a part of the Bylaws of this Organization.

ARTICLE XI

STANDING COMMITTEES

Section 1. Standing committees shall be created by the Colton Community Planning Organization as may be required to promote the purpose and objectives of the Organization. Chairpersons of the Standing Committees shall be selected by the Organization Chairperson and may be removed by a majority vote of the members.

Section 2. The Chairperson of the Standing Committee shall present plans to the Organization, and no committee work shall be undertaken without the approval of the Organization.

ARTICLE XII

PARLIAMENTARY PROCEDURE

When a procedural conflict arises, the Colton Community Planning Organization shall be governed by the most recent edition of Robert’s Rules of Order, Revised, available to the presiding officer. These Bylaws shall prevail in the event such rules and these Bylaws conflict.

ARTICLE XIII

DISSOLUTION

Should the Colton Community Planning Organization be dissolved, disbursement of the funds shall be to a non-profit organization, preferably within the local area. This organization shall be selected by the Colton Community Planning Organization membership in attendance at the final meeting.

ARTICLE XIV

AMENDMENTS

These 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 the County Counsel. These By-Laws and all subsequent amendments
- d. hereto become effective immediately upon their adoption. The amended By-Laws, when approved, shall supersede all previous By-Laws and become the governing rules.

Approved and adopted February 11, 1999

Amended, Approved and Adopted 13 May 2003.

COLTON COMMUNITY PLANNING ORGANIZATION HEARING PROCESS AND PROCEDURES

The Hearing process of the Colton Community Planning Organization is part of the Clackamas County planning effort. Matters brought before the CCPO for hearing shall be limited to those which have been or will be submitted for Clackamas County planning consideration.

Procedure governing the hearing of matters presented to the Colton Community Planning Organization for consideration or recommendation shall be as follows:

1. When a request is brought before the Colton Community Planning Organization the party will be notified of the hearing procedures and provided a copy of the Hearing Process and Procedures so his/her presentation may be organized.

2. At the beginning of the Hearing Process, the Chair/Moderator will present the item for consideration and any information which might be pertinent to the matter.
3. The initiating party will make his/her presentation after first stating his/her name and address for the record. The presentation shall be non-emotional and include information explaining all or part of the following:
 - A. Who or what is involved.
 - B. Who or what has been or may be impacted.
 - C. What has been done.
 - D. What is wanted.
 - E. What is the action requested of the CCPO.
4. Comments of a personal, inflammatory or derogatory nature will not be allowed. A time limit of ten minutes shall be in effect.
5. Presentation of opposing views shall be allowed within the same guidelines and the ten- minute time frame.
6. Opportunity for the initiating party and parties to clarify or refute the opposing views shall be provided within the ten-minute guideline.
7. A second opportunity for the opposing party or parties to clarify or refute the initiating party shall be provided within the ten- minute guideline.
8. Questions from the Community may be addressed to either or both parties. The questions must be relevant to the issue being heard and asked in a non-emotional way, the purpose of the questioning being solely to secure information relevant to the purpose of the hearing. Questions may be limited to one(1) question and the time allowed for response may be limited at the discretion of the Chair/Moderator.
9. After the questioning period, the CCPO Chair/Moderator shall call for a vote, by the membership present, on the requested action. A “yes” vote indicates agreement. A “no” vote indicates disagreement. The vote may be taken by show of hands, voice vote, roll call vote or standing count.

The results will be announced immediately. Any organization for whom the information is appropriate shall be informed of the recommendation of the CCPO in a timely manner.

10. The Membership is reminded that this is only a recommendation of the Colton Community Planning Organization. The CCPO is an advisory group and its planning authority is limited to making recommendations to Clackamas County.

Approved and Adopted July 20, 1993 Revised,
Approved and Adopted June 13, 1997 Revised,
Approved and Adopted March 12, 1998 Revised,
Approved and Adopted February 11, 1999 Revised,
Approved and Adopted May 13, 2003