

Organization Name

Bylaws

ARTICLE I

Section 1. NAME. The name of the organization shall be the (Name) Community Planning Organization. (Referred to herein as the [Name] CPO).

ARTICLE II

Section 1. BOUNDARIES. The boundaries of the (Name) CPO shall be the same as those established by Clackamas County. A map defining those boundaries is attached 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 (Name) CPO is to serve the residents within the boundaries of the (Name) CPO in matters concerning community development, land use and community issues in general.

Section 2. GOALS. The goals of the (Name) 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 (Name) CPO.
- Assist County with fulfilling the citizen involvement goals provided for in the Clackamas County Comprehensive Plan.
- 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 (Name) CPO.
- Protect the character of the area by maintaining a vigilant posture to sustain a safe, healthful and pleasant quality of life.
- Take such action as necessary by speaking out as a non-partisan group in support of the (Name) CPO's objectives.
- Be fully responsive to the comprehensive needs of the area and to take action as may be necessary in support its objectives.

ARTICLE IV

Section 1. MEMBERSHIP. Membership in the (Name) 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 within the recognized CPO 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 (Name) CPO is participatory rather than appointive.

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

1. Comply with the membership qualifications;
2. Be of legal voting age;
3. Have registered at one previous meeting during the past 12 months.
4. **Action by the (Name) 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 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 them meeting minutes as follows:**

If the number of members exceeds 25 then the vote of the members shall be reported numerically.

If the number of members is 25 or less then the vote of each member shall be reported by name. Proxy votes shall not be allowed.

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 with proper notice.

ARTICLE V

Section 1. OFFICERS. The officers of the (Name) CPO shall include the following:

1. Chairperson or President: Presides at all meetings. May represent the community at all conferences or activities involving organizational planning and coordinating.
2. Vice Chairperson or 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.
3. Secretary/Treasurer: 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 treasurer, as needed, by recording funds, if any, and reporting same to the organization. (The CPO may choose to elect separate individuals, one to serve as secretary and one to serve as treasurer).
4. Area Representatives: (Optional) Four (or more) elected members who shall represent geographic areas within the boundaries of the organization.

The (Name) CPO shall provide Public and Government Affairs with a current list of officers.

Section 2. SELECTION OF OFFICERS. The first election shall be held at the first meeting of the (Name) CPO. After the first election, the election of officers of the (Name) CPO 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. Proxy votes shall not be allowed.

Section 3. TERM OF OFFICE. The term of office for all officers shall be one 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 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. Nominations may also be made from the floor. If possible there shall be at least two 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:

1. Chairperson: The Chairperson shall preside over all meetings of the (Name) CPO 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.
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.
3. Secretary: The Secretary shall keep accurate records of all meetings of the (Name) CPO. The minutes shall be made available to any member of the public as required by the Oregon Public Records and Meetings Law. The Secretary shall handle all correspondence of the (Name) CPO. The Secretary shall be responsible to maintain the membership registry required by these bylaws.
4. Treasurer: The Treasurer shall maintain an accurate record of all income and expenses of the (Name) CPO 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 (Name) CPO 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 (Name) CPO. The time and location shall be determined by the (Name) CPO. 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 PGA Department.

Section 2. QUORUM. A quorum consists of five voting members of the (Name) CPO, of which at least two are officers. A quorum shall be present at a meeting in order for the (Name) CPO to transact business.

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

ARTICLE IX

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

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 (Name) CPO.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the (Name) CPO. To be eligible to vote for any amendment, a member must have been previously registered in attendance to at least one meeting during the previous 12 months.

NOTE: Membership and participation in a 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.

REMINDER: CPOs may 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.

For more information on CPO bylaws, contact 503-655-8552.