

Sunnyside W Mt Scott Community Planning Organization
Bylaws
Feb. 2024

ARTICLE I

Section 1. NAME. The name of the organization shall be the Sunnyside W Mt Scott Community Planning Organization. Referred to herein as the Sunnyside W Mt Scott CPO.

ARTICLE II

Section 1. BOUNDARIES. The boundaries of the Sunnyside W Mt Scott CPO shall be the same as those established by Clackamas County.

ARTICLE III

Section 1. PURPOSE. The purpose of the Sunnyside W Mt Scott CPO is to serve the residents within the boundaries of the Sunnyside W Mt Scott CPO in matters concerning community development, land use, and community issues in general.

Section 2. GOALS. The goals of the Sunnyside W Mt Scott CPO are as follows:

1. Involve area residents in the land use and community planning processes.
2. Provide a line of communication between area residents and the Board of County Commissioners, the Planning Commission, and other public bodies.
3. 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 Sunnyside W Mt Scott CPO.
4. Assist the County with fulfilling the citizen involvement goals provided for in the Clackamas County Comprehensive Plan.
5. 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 Sunnyside W Mt Scott CPO.
6. Protect the character of the area by maintaining a vigilant posture to sustain a safe, healthy, and pleasant quality of life.
7. Be fully responsive to the comprehensive needs of the area and take action as may be necessary in supporting its objectives.

ARTICLE IV

Section 1. MEMBERSHIP. Membership in the Sunnyside W Mt Scott 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.

Sunnyside W Mt Scott CPO will 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.

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 Sunnyside W Mt Scott 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 Sunnyside W Mt Scott CPO shall be by a majority vote of the qualified membership present at any regular or special meetings 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 the 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 Sunnyside W Mt Scott CPO. Proxy votes shall not be allowed.
 - In cases where response deadlines preclude action at a regular or special meeting, the Sunnyside W Mt Scott 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 Sunnyside W Mt Scott 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 collaborates 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. Board Members. The Board shall consist of up to a total of eight: three officers and up to five board members elected at large. The Board shall act on behalf of the CPO.

The Sunnyside W Mt Scott CPO shall provide Clackamas County 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 Sunnyside W Mt Scott CPO. After the first election, the election of officers of the Sunnyside W Mt Scott 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. The 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. NOMINATIONS. Nominations may be made by any voting member. Nominations may be made from the floor. 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 are as follows:

1. Chairperson: The Chairperson shall preside over all meetings of the Sunnyside W Mt Scott 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 function 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 Sunnyside W Mt Scott 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 manage all correspondence of the Sunnyside W Mt Scott CPO.

The Secretary shall be responsible for maintaining the membership registry required by these bylaws.

4. Treasurer: The Treasurer shall maintain an accurate record of all income and expenses of the Sunnyside W Mt Scott 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 Sunnyside W Mt Scott 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 Sunnyside W Mt Scott CPO. The time, location, and method (in-person or Electronic (for example – telephone or video) shall be determined by the Sunnyside W Mt Scott 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 Clackamas County Public and Government Affairs Department.

Section 2. QUORUM. A quorum consists of five voting members of the Sunnyside W Mt Scott CPO, of which at least two are officers. A quorum shall be present at a meeting for the Sunnyside W Mt Scott CPO to transact business.

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

ARTICLE IX

Section 1. DISSOLUTION. The Sunnyside W Mt Scott 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 Sunnyside W Mt Scott CPO be dissolved, disbursement of the Sunnyside W Mt Scott CPO's funds, if any, shall be to a non-profit organization, preferably within the Sunnyside W Mt Scott CPO area. This organization shall be selected by the Sunnyside W Mt Scott CPO membership in attendance at the final meeting.

ARTICLE X

Section 1. AMENDMENTS. These bylaws may be amended by a majority vote of the eligible voting members. No amendment can be voted upon unless said proposed amendment was presented at the previous general meeting. The amended bylaws shall supersede all previous bylaws and become the governing rules for the Sunnyside W Mt Scott CPO. To be eligible to vote for any amendment, a member must have been previously registered in attendance 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.