

CLARKES-HIGHLAND COMMUNITY PLANNING ORGANIZATION BYLAWS

ARTICLE I

Section 1. NAME. The name of the organization shall be the Clarkes-Highland Community Planning Organization (hereinafter referred to as the CPO).

ARTICLE II

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

Section 2. GOALS. The goals of the 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 body to the Board of County Commissioners, the Planning Commission, and the Planning Division on matters affecting areas within the boundaries of the 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 CPO;
- 6) Protect the character of the area by striving to maintain a safe, healthful, and pleasant quality of life;
- 7) Take such action as necessary by speaking out as a non-partisan group in support of the CPO's objectives;
- 8) Be fully responsive to the comprehensive needs of the area, and to take action as may be necessary in support of the area's objectives.

ARTICLE IV

Section 1. MEMBERSHIP.

A. Membership in the CPO shall be open to anyone 18 years of age or older who is:

- 1) A resident of the recognized area;

- 2) A property owner within the recognized CPO area; or
- 3) A designated representative of a business, corporation, or trust within the recognized CPO area.

B. 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 the register shall be required to show proof of eligibility.

C. Participation is by individual initiative rather than governmental invitation.

Membership and participation in the CPO shall not be conditioned upon the payment of dues or other mandatory fees. (Dues or fees may be collected on a voluntary basis only.)

Section 2. VOTING.

A. To vote in any election or on any item, a member must:

- 1) Comply with the membership qualifications above;
- 2) Be of legal voting age;
- 3) Have registered at two previous meetings.

B. Action of the CPO shall be by a majority vote of the qualified members present at any regular or special meeting for which proper public notice has been 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:

- 1) The Secretary acting at the meeting shall record the “Ayes” and “Nays” by number in the minutes, which shall be submitted for approval at the next regularly scheduled meeting of the CPO;
- 2) Proxy votes shall not be allowed.
- 3) In cases where response deadlines preclude action at a regular or special meeting, the CPO may delegate responsibility for taking action to the Executive Board.
 - a. Such action shall be taken at a public meeting with proper notice.

ARTICLE V

Section 1. OFFICERS.

A. The officers of the CPO shall be the following:

- 1) President: Presides at meetings. May represent the community at conferences or activities involving organizational planning and coordinating.
- 2) 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 CPO 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.
- 4) Directors-at-Large: Two elected Members who shall serve at-large in representing the interests of all of the community within the CPO boundaries.

B. The CPO shall provide a current list of officers to the county's office of Public and Government Affairs.

Section 2. ELECTION OF OFFICERS.

A. Following adoption of these Amended Bylaws at a regular public meeting, the election of new officers of the CPO shall be held during the same meeting, after which the election of new officers of the CPO shall be held biennially in even-numbered years, beginning with the first meeting of calendar year 2024.

B. Members shall assume their duties immediately upon election to office. All members are eligible for election to officer positions. The President shall not vote for an officer except in the event of a tie, when the President 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 two (2) years, 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 no longer eligible, is removed, or has more than two unexcused absences from meetings. A vacancy shall be filled by appointment by the President. 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. NOMINATION OF OFFICERS. The President may appoint a Nominating Committee to recommend candidates for nomination to serve as officers. Such committee shall be appointed at least thirty (30) days prior to the biennial meeting scheduled for the election of officers. The committee shall present its recommendations at said biennial 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 are as follows:

- 1) President: Presiding officer for all meetings of the CPO and shall co-sign for authorized expenditures, appoint committee heads, and have the responsibility of the performance of such duties as prescribed in these bylaws. The President shall act as an ex-officio member of all committees.
- 2) Vice President: Shall aid the President, and perform the duties of the President in said officer's absence or disability. The Vice-President may also co-sign for authorized expenditures in the event the President or Treasurer is absent.
- 3) Secretary-Treasurer: Shall keep accurate records of all meetings of the CPO, and co-sign authorized expenditures. The Secretary-Treasurer shall maintain accurate records of all income and expenses of the CPO, and shall handle all correspondence. The Secretary-Treasurer may maintain a bank account, if applicable, and present a statement of account at meetings. As required by Oregon Public Records and Meetings Law, the Secretary-Treasurer shall make all minutes and financial records available to any member of the public.

- 4) **Directors-at-Large:** Assist in representing the voices and goals of the Clarkes-Highland community to other directors and members. Help form a quorum of officers and members to allow the CPO to conduct legal meetings and business. Assist in promotion of the CPO to recruit new members and potential officers. Serve as members of the Executive Board of the CPO.

ARTICLE VI

Section 1. MEETINGS.

A. Meetings of the CPO shall be held in accordance with Oregon Public Meetings laws. Regular meetings shall be scheduled at least four times annually, and held in different even-numbered months of the calendar year. The specific time, place, date and day for regular meetings shall be determined by a majority vote at each biennial meeting. The President may call special meetings at any time upon the request of two (2) of the officers, or any five (5) members, of the CPO.

B. 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 Affairs Department.

Section 2. QUORUM. A quorum consists of four voting members of the CPO, of which at least two are officers. A quorum shall be present at a meeting in order for the CPO to hold a vote or transact business.

Section 3. RECORDS. All records of the 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 CPO. The President shall be guided by these principles in deciding any procedural questions. The President'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 meeting. All meetings shall comply with the Oregon Public Meetings Law.

ARTICLE VIII

Section 1. COMMITTEES. The CPO may create committees as required to promote the purposes and objectives of the CPO. The President shall select a chairperson for each committee.

Section 2. EXECUTIVE BOARD. There shall be an Executive Board, which shall be comprised of the officers of the CPO.

ARTICLE IX**Section 1. DISSOLUTION.**

A. The 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.

B. Should the CPO be dissolved, funds being held by the CPO that were provided by the county shall be returned to the county. Other funds of the CPO, if any, shall be disbursed to a nonprofit organization, preferably within the CPO boundaries. That organization shall be selected by the CPO's membership in attendance at the final meeting.

ARTICLE X**Section 1. AMENDMENTS.**

A. These bylaws may be amended. Proposed amendments shall be submitted to the Public and Government Affairs Department for prior consideration and advice. Upon review and approval of county staff, the amendments shall not be in effect until approved by the Board of County Commissioners and by the members of the CPO.

B. The amended bylaws shall supersede all previous bylaws and become the governing rules for the CPO. To be eligible to vote for any amendment, a member must have been previously registered in attendance of at least one meeting during the previous 24 months.

The Clarkes-Highland Community Planning Organization does 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 about these bylaws, or about CPO bylaws in general, contact the Clackamas County Office of Community Involvement at 503-655-8552, or contact the Clarkes-Highland CPO.