

BYLAWS

Citizen Participation Organization CPO 10 Laurel, Blooming, Scholls, River Road Boundary Area

ARTICLE I – MEMBERSHIP

- A. CPO 10 membership is open to all citizens of voting age who reside in, own property in, or have business interest within the CPO 10 boundaries as set by the Washington County Board of Commissioners.

ARTICLE II – PHILOSOPHY

Citizen Participation in Washington County government improves the decision-making process, democratizes and humanizes political and social institutions, increases the responsiveness of governmental institutions, generates a greater variety of information and alternatives to citizens, public officials and elected officials, and enhances individual and group awareness and civic responsibility.

ARTICLE III – MEETINGS

- A. CPO 10 meets on the fourth Thursday of each month.
- B. Regular monthly meetings will be held September through May.
- C. During the months of June, July and August, special meetings may be called by the officers if the need arises.
- D. The officers will meet once each month year round at a time convenient to them.

ARTICLE IV – ELECTED OFFICERS

A. Chairman

- 1. Moderator at monthly meetings
- 2. Coordinator of officers' actions
- 3. Presides at officers' meetings
- 4. Keeps Chairman's file which is turned over to the new chairman
- 5. Appoints any other officer to moderate monthly meetings in his absence
- 6. Sets up the order of agenda items.

B. Vice-Chairman

- 1. Serves as chairman in the absence of the chairman

2. Receives meetings notices of county commissioners' meetings, county committees, county task forces, county public hearings on issues other than land use changes affecting CPO 10.
3. Responsible for reports on meetings, task forces, and hearings affecting or of interest to the CPO 10 members.
4. Selects representatives to attend meetings and hearing affecting or of interest to CPO 10.

C. Secretary

1. Keeps CPO 10 files, maps and bylaws
2. Takes minutes of monthly meetings
3. Keeps membership records and relays mailing list to Washington County CPO Coordinator
4. Keeps ongoing list of all committees
5. Prepares official correspondence from the CPO or delegates that responsibility
6. Relays incoming mail to the appropriate officer or committee chairperson
7. Prepares agenda and newsletter for mailing by Washington County CPO Coordinator.

D. Review Officer

1. Receives copies of applications for conditional uses, zone changes, variances etc.
2. Responsible for obtaining all available information on each issue as the CPO requires.
3. Reports each application in disagreement with official CPO positions to the CPO whenever possible.
4. Whenever it is impossible to report a questionable application to the CPO, he shall consult at least one other officer before taking action.
5. Makes official inquiries and comments on behalf of the CPO regarding an application, bound by the official positions taken by the CPO
6. Keeps a file on all applications the CPO acts upon, to be turned over to the new review officer at the end of the term of office.
7. Reports at monthly meetings or by passing on information to the secretary for inclusion in the monthly newsletter.

E. CCI Representative

1. Attend monthly meetings of the Committee for Citizen Involvement
2. Represent CPO 10 views and concerns at CCI meetings
3. Report to CPO 10 monthly meetings of content of CCI meetings

All officers jointly and equally share authority to:

1. Handle matters during the summer and in emergencies, according to their duties as described in the by-laws, bound by the b-laws and/or official positions taken by the CPO
2. Substitute for the chairman as requested by the chairman
3. Prepare agenda subjects in conjunction with other officers.

4. Officially speak for the CPO to the extent allowed by the by-laws and/or official positions taken by the CPO, or according to directions from the CPO in the form of a motion carried.

Each officer shall:

1. Submit his report to a substitute for presentation if he is unable to attend a monthly meeting
2. Be responsible for attending officer's meetings as called by the chairman
3. Attend CPO Leaders meetings during his term of office
4. Be familiar with the CPO 10 Bylaws, the CCI Bylaws, and the Policy and implementation Report on Citizen Participation in Washington County, Oregon

ARTICLE V – ELECTIONS

Nominations will take place in February annually. Election of officers will take place in March annually. Any CPO 10 member at the time of nomination will be eligible to be nominated for office. Anyone can nominate himself for office. Any member may nominate an eligible person provided permission of that person has been secured. Any elected officer may serve in only one elected office but may also serve as a committee chairperson or other CPO 10 position.

ARTICLE VI – QUORUM

Those members present at a publicized meeting shall constitute a quorum.

ARTICLE VII – VOTING

Shall be carried out by a show of hands except in elections of officers. Elections of officers shall be by secret ballot except when a nominee is unopposed for an office, in which case voting can be done by a show of hands. If a member votes on a proposition in which he has a direct financial interest, such person is obliged to disclose the existence and nature of such interest to the membership. This information shall be made part of the record by the secretary. A plurality of the voting members present must approve any CPO 10 decision except in emergencies as noted above. Minority positions of the membership shall be noted in any CPO 10 action when requested by the membership.

ARTICLE VIII – MOTIONS

Only members shall present motions; motions may be seconded and discussions may be limited by the chairman with the consensus of the group. A simple majority carries any motion. Information, opinions, requests and discussion is open to all persons.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Amendments to the by-laws shall be submitted to the officers in writing and read at the monthly meeting previous to the meeting the vote is taken on said amendments.

ARTICLE X – ROLE

The CPO, through the support it is given by the Washington County Board of Commissioners, will be an important vehicle for increased citizen participation, better public relations, and a more knowledgeable citizenry.

ARTICLE XI – STEERING COMMITTEE

The Steering Committee shall be a standing committee, comprised of all elected officers, the chairpersons of each committee, and five (5) voting members elected from the General Body of CPO 10.

- B. Any other interested person may attend a Steering Committee meeting.
- C. The Steering Committee shall hear individual members of CPO 10 and assist in directing them in utilizing the appropriate channels available for the resolution of their problems.
- D. The Steering Committee shall meet during the first week of each month.

ARTICLE XII - COMMITTEES

A committee may be formed by the General Membership or by the Steering Committee.

- A. A Committee shall consist of a chairperson, secretary, and volunteer members.
- B. Any proposition or motion written by the committee to be voted upon by the voting members must be presented to the Steering Committee for inclusion on the agenda.
- C. A record shall be kept of all meetings, and a report of each committee meeting shall be given at the General Meeting.
- D. Committees shall have access to any information or correspondence received by the officers of CPO 10.

ARTICLE XIII – PUBLIC PRESENTATION

Public presentation of CPO 10's recommendations, opinions, policies and business may be made only by officers of CPO 10 or by a person designated by the officers of CPO 10. No public opinion, policy, or recommendations shall be made for CPO 10 by any officers or person designated by the officers until sanctioned by the action of the General Meeting.

ARTICLE XIV – AMENDMENTS

These bylaws may be amended by a plurality of voting members present after a proposed amendment has been read at two (2) consecutive General Meetings.

ARTICLE XV – CHAIN OF AUTHORITY

The chain of authority shall be from the standing committee through the Steering Committee to the General Meeting, and then to the proper governing authority.

Revised 8/20/91