

Citizen Participation Organization (CPO) 12C Bylaws

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Article I. NAME

The name of this Organization shall be Citizen Participation Organization (CPO) 12C Cornelius/Dairy Creek West.

Article II. VISION MISSION VALUES

Section 1 Vision Individuals and their Washington County communities will be meaningfully engaged in collaborative, dynamic processes of open and responsive government.

Section 2 Mission The Mission of Citizen Participation Organizations in Washington County is to encourage and empower public involvement.

Section 3 Values

- (i) Community, Improvement, Inclusiveness
- (ii) Civility, Respect
- (iii) Education, Learning
- (iv) Information, Transparency, Process
- (v) Diversity, Equity, Compassion

Article III. PURPOSE

Section 1 CPO 12C shall be advisory to the Washington County Board of Commissioners and County officials on matters affecting the growth, development and livability within the CPO area as set forth by the Board of Commissioners in Resolution and Order 86-58 or the corresponding requirements promulgated by the Board of Commissioners in the future. Such matters would include, but are not limited to land use planning and transportation, housing, parks, open space and recreation, public health, public safety, water and sewage disposal systems and other matters affecting the livability of the community.

Section 2 The organization shall serve in an educational capacity to inform citizens of the area and encourage and facilitate communication among members and government representatives.

Article IV. GEOGRAPHIC BOUNDARIES

As recognized by the Washington County Board of Commissioners, CPO 12C encompasses the area of following said boundaries:

The CPO 12C boundary follows Dairy Creek to the east and Tualatin River to the south. The western boundary is the Cornelius and Forest Grove city line. This western boundary starts to the south at the Tualatin River and continues on a straight line north along Lafollett Road, and ending at a point north of the city line and Council Creek. The northern CPO 12C boundary roughly follows Council Creek, jogging through land mostly to the north of the creek with exceptions in two sections.

Article V. MEMBERSHIP AND VOTING

Section 1 CPO 12C membership is open to any resident, property owner or business owner [18 years or age or older] within the boundaries described in Article IV.

Section 2 Declaring Membership

- a) Membership is declared by signing in on a meeting attendance list at a CPO 12C general meeting and providing the appropriate address for membership on the sign-in sheet or upon request.
- b) Membership shall terminate at once for anyone who no longer resides within, or owns a business or property within the organization boundaries.

Section 3 CPO 12C is non-discriminatory and welcomes the orderly participation of all members.

Section 4 Each member shall be entitled to one vote. Each corporation, partnership, non-profit agency or business shall be limited to one vote. Unless otherwise specified in the bylaws, decisions of CPO 12C shall be made by a majority vote of those members present at any meeting.

Section 5 Quorum: CPO 12C should operate as if a quorum is present for every general meeting. To take actions it is encouraged, but not required, to have a minimum number of ten attendees (not including speakers), including at least half of the steering committee members.

Section 5 There shall be no absentee voting or voting by proxy. Secret ballots and proxy voting are prohibited except for officer and steering committee elections.

Section 6 If there is a minority position, this information shall be made part of the record and will be included in any testimony given in City or County meetings.

Section 7 There shall be no dues or membership fees.

Article VI. OFFICERS

Section 1 CPO 12C officers shall consist of, but are not limited to, a Chairperson (or Co-Chairs), Vice Chairperson, and Secretary. These officers must share and treat fairly all opinions and concerns from the membership.

Section 2 Duties of the Chairperson. The Chairperson shall coordinate the business and activities of the steering committee and the organization. He/she shall preside at all meetings of the steering committee and general membership, and be the primary contact for and liaison with Washington County, CPO Program staff and others contacting the organization.

The outgoing Chairperson assumes responsibility for an orderly leadership transition including transferring any resources, tools and information to be used by the next leadership group as applicable to this CPO. This includes but is not limited to meeting room keys, PO Box key, online logins and passwords used for CPO business, any volunteer-run CPO 12C website, shared CPO email account, social media account(s), and copies of files the CPO will need but the Chairperson is no longer willing and able to keep and provide access to.

Section 3 Duties of the Vice-Chairperson. The Vice-Chairperson will assist the Chairperson in his/her duties upon request. In the absence of the Chairperson or in the event of his/her inability or refusal to act, the Vice Chairperson shall execute the duties and powers of the Chairperson.

Section 4 Duties of the Secretary. The secretary shall record the minutes of all general membership and Steering Committee meetings and maintain on file copies of said minutes, correspondence, membership lists, attendance lists and other records. The secretary shall provide original attendance lists, copies of minutes and correspondence to the CPO Program office according to guidelines given in the Program Handbook.

Section 5 Eligibility of Officers. First-time nominees for Officer positions are required to attend an orientation with CPO Program staff prior to official acceptance of their nominations.

Article VII. STEERING COMMITTEE

Section 1 Steering Committee Members. The Steering Committee shall consist of, but is not limited to, the officers of the organization and at least five other persons including two representatives to the Committee for Citizen Involvement, the past Chairperson, and two individuals representing geographic areas: one from the incorporated area (Cornelius) and one from the unincorporated area.

Other Steering Committee positions open to at-large members or representatives from other community organizations or interest groups may be created by the Steering Committee. Representatives from each standing CPO 12C committee will be included as the committees are created.

Section 2 Eligibility for Steering Committee Only persons eligible for CPO 12C membership shall be qualified to serve.

Section 3 Conflict of Interest Members of the Steering Committee will have no special personal financial or governmental interest that would prevent them from acting objectively in their official role.

Section 4 Terms of service Terms of office are for a period of 1 year unless specified differently for officers in Article VI.

Section 5 The Steering Committee shall hold regularly scheduled meetings and the membership shall be given reasonable, advance notice of such schedule. Meetings of the Steering Committee shall be open to the membership and the general public. A minimum of 15 minutes should be set aside at the end of the general meeting for the steering committee to meet.

Section 6 Special meetings of the Steering Committee may be called by the Chairperson or by one-half of the Steering Committee members, after notice has been provided to all Steering Committee members.

Section 7 The majority of the Steering Committee members shall constitute a quorum for the transaction of business.

Section 8 Minutes of the Steering Committee shall be kept on file and summaries of actions taken shall be communicated to the general membership via link to CPO 12C website published in the newsletter or presentation at the next general meeting.

Section 9 The Steering Committee shall be responsible for establishing the time, place and agenda for the general meetings and preparing information to ensure that members are notified in advance.

Section 10 The Steering Committee may conduct such business and take such action as may be necessary to accomplish the purposes of the organization as specified in Article III including representing the position of CPO 12C in response to time-sensitive matters, subject to confirmation at a general membership meeting.

Section 11 Steering Committee may not make policy decisions and opinions representing the view of the community on an issue where the general membership

has not yet discussed the issue at a general meeting. The Steering Committee may speculate on the opinions of CPO 12C, but must inform the audience the opinion is speculation and the CPO has not met yet to discuss the issue. The Steering Committee must share the conversations on the issue at the next general meeting for general membership discussion.

Section 12 The Steering Committee, or a representative chosen by the Steering Committee, shall represent CPO 12C's majority and minority opinions to the Board of Commissioners and other appropriate decisions-makers. Such advisory opinions will state whether the opinion is that of the Steering Committee, general membership, or a committee and make clear the date of the vote, the vote count, and any minority opinion.

Section 13 The Steering Committee may, through a majority, vote on having an individual from the general meeting draft and/or represent CPO 12C on a particular project, ordinance, or issue. The individual shall send the draft statement to the Steering Committee for review to ensure the statement captures all CPO opinions. The statement becomes final when majority of the steering committee approves it. Approval "of the statement" can be given outside of general membership or Steering Committee meetings.

Article VIII. NOMINATION, ELECTION AND REMOVAL OF STEERING COMMITTEE MEMBERS

Section 1 The officers and additional Steering Committee members shall be elected by a majority of those attending the annual meeting in November through a simple majority vote if there are fewer than three candidates, or an 'instant runoff voting' process for three or more candidates.

Instant Runoff Voting process (source Wikipedia):

Ballots are distributed allowing voters to numerically rank their preference of candidates. If a candidate secures more than half of votes cast, that candidate wins. Otherwise, the candidate with the fewest votes is eliminated. Ballots assigned to the eliminated candidate are recounted and assigned to those of the remaining candidates who rank next in order of preference on each ballot. This process continues until one candidate wins by obtaining more than half the votes.

Section 2 Nominations will be taken from the floor of the meeting one month prior to the annual meeting, and also accepted by the Steering Committee up until the deadline for releasing the annual meeting notice. Nominees' names will be published in the newsletter and CPO 12C website (including a listing in the annual meeting agenda).

Section 3 A vacancy on the Steering Committee may be filled for the remainder of the vacant term by majority vote of the general membership at the next general meeting. Nominations will be taken as described in Article VIII Section 2.

Section 4 An officer may be removed by a two-thirds vote of the general members present when the notice regarding the removal motion is on the agenda.

Section 5 Membership on the Steering Committee shall terminate if an individual no longer meets the criteria for CPO membership.

Section 6 The meetings should be conducted in conformity with Roberts Rules of Order in all areas not covered by the bylaws.

Article IX. General Membership Meetings

Section 1 CPO 12C general membership meetings shall be held at a time and place determined by the Steering Committee but not less than once per year.

Section 2 The general membership meeting in the month of November shall be the annual meeting. [*See notes in Article VIII Section 1.*]

Section 3 Notice of the meetings will be made via the CPO Newsletter and CPO 12C page on the program's website.

Section 4 Notice shall include the meeting date, time and place and the proposed agenda. The Steering Committee must consider all agenda items recommended by the general membership for the upcoming general meeting. The Steering Committee can weigh which agenda items from the general membership would be used for the next general meeting based on the urgency of the agenda item and allotted time for the meeting. If the agenda item cannot be placed in the general meeting, it would be moved to another general meeting. The Steering Committee must explain their decision on why an agenda item cannot occur at a certain meeting. The Steering Committee should provide a minimum of five minutes for non-agenda items. Any member may raise an additional matter not previously on the agenda, but no action will be taken until the next general membership meeting, unless two-thirds of the members present determine that urgent action is needed.

Article X. COMMITTEES

Section 1 The Steering Committee may establish committees to perform the ongoing work or special projects of the organization.

Section 2 The Steering Committee shall specify the committee's purpose and authority, including whether the committee may speak publicly on behalf of the organization.

Section 3 When the Steering Committee determines the need to establish a committee it shall solicit names of interested individuals from the general membership in appointing the committee.

Section 4 Each committee shall have a chairperson and a secretary elected by the committee.

Section 5 Each committee shall provide a written or oral report to the general meeting when requested by the Steering Committee.

Article XI. AMENDMENTS AND REVIEW

Section 1 These bylaws may be amended by a two-thirds vote at any general membership meeting where written notice of the proposed change has been given to the general membership prior to the meeting.

Section 2 No provision of these bylaws or any amendment to them shall stand in conflict with the Board of County Commissioners' Resolution and Order 86-58 or the corresponding requirements promulgated by the Board of Commissioners in the future. Amended bylaws shall be provided to the CPO Program Office and the Washington County Board of Commissioners.

Article XII. Communications

Section 1 The CPO Program staff will maintain the responsibility of creating and sending the newsletter and updating the CPO 12C page on the program's website.

Section 2 The Steering Committee is responsible for sending CPO 12C meeting agendas, sign-in sheets/rosters, minutes, and official CPO 12C correspondence to the CPO Program staff.

Section 3 No individual commentaries or opinions shall be expressed in the CPO 12C newsletter or CPO Program website except for opinions from the CPO 12C general meetings. A link to the posting of the minutes can be placed in the newsletter.

Section 4 Meeting minutes from the Secretary should be reviewed and approved by majority of the Steering Committee before it is submitted to the CPO Program staff.

Section 5 The CPO Program will encourage the City of Cornelius, Washington County, Metro, and the State of Oregon to place announcements of upcoming projects, ordinances, and/or statutes in the newsletter that occurs within CPO 12C boundaries, or in adjacent areas that members will be impacted by or interested in.