

# BYLAWS

## **Citizen Participation Organization CPO 3 Raleigh Hills-Garden Home Boundary Area**

### **ARTICLE I – PURPOSE**

The Raleigh Hills-Garden Home Citizen Participation Organization (CPO #3) is a group of citizens united by geographic location, and organized to facilitate effective citizen involvement in the planning and development of all matters affecting the quality of life and livability of the community.

### **ARTICLE II – ACTIVITIES**

Activities shall be determined by the membership and may include but not be limited to land use actions, community plan and development code amendments, consideration of: County services, and special community studies. In all activities the CPO shall provide for and encourage increased citizen participation.

### **ARTICLE III – MEMBERSHIP**

Membership shall be open to all citizens of voting age who either reside, own property or own a business within CPO #3 boundaries. All members shall be entitled to vote.

Payment of dues shall not be a requirement of membership. Sources of income may include voluntary contribution or grants.

### **ARTICLE IV – MEETINGS**

One general membership meeting shall be held per year. General membership meetings may be held once a month.

CPO actions shall be by majority vote of the members present. Minority opinions of the membership may be noted in CPO actions when requested by the membership.

Notice of all general membership meetings, stating time and place, shall be submitted to a local newspaper of general circulation prior to each meeting. The agenda will be available to the public

### **ARTICLE V – OFFICERS**

#### **A. Chairman**

The Chairman shall be responsible for: The day to day operation of the CPO, the preparation and conduct of the agenda for general membership and Executive Committee

meetings, the allocation of projects to committee chairmen of other persons, the coordination of CPO activities, and the representation of the CPO at multi-CPO meetings.

**B. Vice-Chairman**

The Vice-Chairman shall perform the duties of the Chairman during the Chairman's absence.

**C. Secretary-Treasurer**

The Secretary-Treasurer shall: Record and maintain minutes of the general membership and Executive Committee meetings, maintain attendance records, maintain accurate accounts of the financial transactions, and provide quarterly reports at general membership meetings.

**ARTICLE VI – COMMITTEE FOR CITIZEN INVOLVEMENT REPRESENTATIVES**

The CPO 3 Executive Committee shall consist of the officers, two CCI representatives, two members-at-large, and the immediate past Chairman.

The Executive Committee shall act for the CPO as a whole whenever it is not practical for the matter to await consideration at the next general membership meeting.

If the Executive Committee acts for the CPO, such action shall be submitted to the membership at the next regular scheduled meeting for ratification. Executive Committee action shall be by majority vote of the Executive Committee members.

At the direction of the Chairman, voting may be telephone poll.

**ARTICLE VII – COMMITTEES**

The CPO may create committees, as it deems necessary. Committees shall review and report on matters referred by the Chairman or the general membership. No committees shall purport to represent the CPO as a whole unless so authorized.

**ARTICLE VIII – TERMS OF OFFICE AND ELECTIONS**

**A. Term of Office**

The terms of office for officers, members-at-large, CCI representatives and alternates shall be from May 1 through April 30.

**B. Elections**

An election for officers, two CCI representatives, and two members-at-large shall be held annually in the month of April. Nominations shall be by nominating committee with additional nominations from the floor. Candidates of the nominating committee shall be announced in the newsletter prior to the election.

Only members of CPO #3 shall be eligible for elective positions. Vacancies shall be filled by election at the next meeting of the CPO.

**ARTICLE IX- AMENDMENTS**

These by-laws may only be amended by a two-thirds vote of the members present at a general membership meeting.

Amendments shall be submitted at the previous general membership meeting.

(Last amended: Nov. 1987)