

BYLAWS

Citizen Participation Organization – CPO 4K

These Bylaws shall supersede all previous Bylaws or operating procedures, including the Bylaws of CPO 4K adopted on July 22, 1999.

ARTICLE 1 – NAME

The name of this organization shall be Citizen Participation Organization – CPO 4K.

ARTICLE 2 – PURPOSE

CPO 4K is a group of citizens united by geographic location and organized to facilitate effective citizen involvement in the planning and development of the area, and all matters affecting the quality of life and livability of the community.

ARTICLE 3 – MEMBERSHIP

The organization is open to all individuals who or entities which reside in, own property in, own or operate a business within the boundaries of CPO 4K as set forth in the attached map, Exhibit A. Individuals and entities outside of the CPO boundary area may be non-voting members.

ARTICLE 4 – VOTING MEMBERS

A quorum for voting shall be those members in attendance at a meeting at which a vote is taken. Voting shall be by voice vote or a show of hands. If it is perceived that there is not adequate time for discussion regarding the vote or that people who have an interest in the vote are not represented, the Chair can postpone the vote.

If a members votes on a proposition in which he or she has a direct financial interest, such person is obligated to disclose the existence and nature of such interest to the membership prior to the vote. This information shall be made a part of the record.

If there is a minority position, this information shall be made part of the record.

ARTICLE 5 – MEETINGS

General Membership Meetings shall be held on a day, location and time established by the Executive Committee.

Meeting notices for general and Executive Committee Meetings, including a list of the principal subjects to be considered at the meeting shall be available from Washington County Extension Service CPO Coordinator. A minimum of a 24-hour notice shall be given for special meetings.

Any interested party may attend Executive Committee Meetings.

ARTICLE 6 – PUBLIC MEETINGS

All General Membership Meetings are subject to Oregon's Public Meetings Law set forth in Oregon Revised Statutes 192.610-192.690, or any subsequent statute thereto.

Written minutes are required for all meetings, and shall be available within three weeks of the meeting. All minutes must include: members present; all motions, proposals, resolutions and measures proposed and their disposition; all vote results; summary of discussion of any matter and a reference to any document discussed at the meeting.

ARTICLE 7 – FUNDING

No membership dues shall be required for membership or voting privileges.

Sources of income may include, but are not limited to voluntary dues, contributions, or grants.

ARTICLE 8 – OFFICERS

Officers shall be a Chair and Vice Chair or CO-Chairs and a Secretary/Treasurer.

Chair, Vice Chair, Co-Chairs shall:

- preside at General Membership Meetings and Executive Committee Meetings and be responsible for following the agenda.
- act as official representative for CPO 4K.
- attend or appoint a representative to Washington County CCI meetings and other County-wide CPO related meetings.

Secretary/Treasurer shall:

- record and transcribe the minutes of general and Executive Committee Meetings as well as maintain records of the minutes.
- transmit copies of the General Membership Meeting minutes to Washington County Extension Service CPO Coordinator. Attendance records shall be attached to the minutes.
- transfer at the completion of term of office minutes, agendas, and other correspondence to the successor.
- keep and maintain accurate accounts of business transactions which will include accounting for any special fund donations from the membership. Any collected amount is to be reported at the General Membership Meeting.
- transfer at the completion of term of office all business records and all monies to the successor.

ARTICLE 9 – ELECTION OF EXECUTIVE COMMITTEE AND OFFICERS

A nominating committee, appointed at the April CPO meeting, shall present nominations for the Executive Committee at the May General Membership Meeting, when elections occur.

Additional nominations shall be accepted from the floor.

Term of office shall be one year.

ARTICLE 10 – EXECUTIVE COMMITTEE

The Executive Committee, elected as set forth in Article 9, shall consist of a minimum of three and a maximum of twelve at-large positions from within CPO 4K. Officers are elected from within the Executive Committee and confirmed by the general membership. Vacancies shall be filled by election at the next CPO General Membership Meeting.

No person elected or appointed to any full time City, County, or State government office shall serve on the Executive Committee.

The Executive Committee shall act for the CPO as a whole whenever it is impractical 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 General Membership Meeting for ratification. Executive Committee action shall be by majority vote of Executive Committee members.

At the direction of the Chair, voting by the Executive Committee may be by telephone poll. The results of such poll shall be included in the Committee minutes and available for the general membership and the next regular-scheduled General Membership Meeting.

The Executive Committee shall prepare the agenda for the next General Membership Meeting and submit the agenda to the OSU Extension office for publicity purposes.

The Executive Committee shall be responsible for the business affairs of CPO 4K.

ARTICLE 11 – CCI (COMMITTEE FOR CITIZEN INVOLVEMENT) REPRESENTATIVE

The CCI Representative shall:

- attend Executive Committee Meetings.
- report back from CCI meetings to the Executive Committee.
- if unable to attend CCI meetings, shall contact the CPO Chair so an alternate representative can attend.

ARTICLE 12 – PUBLIC PRESENTATION

No member of CPO 4K may make a representation or act on behalf of the CPO on any matters except as authorized by CPO 4K and within guidelines of these Bylaws.

ARTICLE 13 – BANNED ACTIVITIES

Neither CPO 4K or any member thereof acting for the CPO, may act as a political action committee, campaign for any political candidate or ballot measure, or take any action in violation of the guidelines as outlined for CPO's in Washington County.

