

# BYLAWS

## **Citizen Participation Organization CPO 8 North Plains, Helvetia, Mountaindale Boundary Area**

### **ARTICLE I – PURPOSE**

Citizen Participation Organization (CPO) 8 exists for the purpose of obtaining objective citizen participation in community planning, decision making, and implementation thereof.

### **ARTICLE II – MEMBERSHIP**

All persons of voting age who reside, own a business, or own property within the boundaries of CPO 8 (please see attached map.)

### **ARTICLE III – MEETINGS**

Once a month September through May. Additional meetings in June, July and August if necessary, as determined by the Steering Committee.

Meetings are to be held on the second Tuesday of the Month at 7 p.m.

The general membership meeting will be held in September.

### **ARTICLE IV – OFFICERS AND RESPONSIBILITIES**

#### **Chairperson**

1. Conducts monthly meetings.
2. Is a member of the Steering Committee and attends Steering Committee meetings.
3. Attends monthly Committee for Citizen Involvement (CCI) meetings or delegates representatives to attend and reports to the CPO 8 membership. CCI bylaws allow for two representatives from each CPO to serve as CCI members and an alternate is desirable.
4. Receives written materials from jurisdictions including Washington County, North Plains, and Metro. Incoming mail may be delegated to other steering committee members and will be routed to appropriate officer or steering committee as needed.
5. Is responsible for obtaining all available information on each issue, and distributing same to membership to assist in decisions/actions. Utilizes OSU Extension Service for copies/mailed as available.
6. Appoints special committees and monitors same, as directed by members.
7. Presents reports at monthly meetings and represents CPO 8 at all meetings (County and other), or delegates someone to do so.
8. Maintains Chairperson file to be turned over to successor.

### **Vice Chairperson**

1. Takes over for the Chairperson when necessary and is a member of the Steering Committee.

### **Secretary-Treasurer**

1. Takes minutes at CPO meetings – regular and steering committee.
2. Maintains the following files:
  - a. Bylaws
  - b. Membership records – Officers, Steering Committee, Special Committees and membership roles
  - c. Attendance and voting records
3. Prepares official correspondence for CPO 8 with authorization to delegate such responsibility.
4. Is responsible for turning in the agenda to the OSU Extension Service for mailing to the membership.
5. As Treasurer shall maintain accurate accounts of financial transactions and report quarterly to the general membership.

### **CCI Representatives**

1. Attend CCI meetings and vote as representative of CPO 8. Two representatives may vote.

### **Steering Committee**

Comprised of all officers and voluntary area representatives within CPO 8. The Steering Committee will be chaired by the elected Chairperson of CPO 8.

1. When necessary to conform to time requirements, the Steering Committee may take a position, write a letter, or testify at a hearing on behalf of the CPO 8 Steering Committee and then take a vote of the membership at the next meeting.

### **Elections**

1. Annual nominations will be accepted from the floor at the September meeting or may be accepted in writing from June 1 to the close of nominations at the September meeting.
2. Elections will be held at the September meeting.
3. New officers will assume office at the next meeting following the election.
4. An elected officer may serve in more than one position but may only serve in one elected position.

### **Quorum**

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

### **Voting**

1. Only members of CPO 8 are eligible to vote.
2. Election voting is by secret ballot except if nominee is unopposed.
3. Voting on business is by hand vote and definite count recorded. Vote may be by secret ballot if requested prior to the vote by at least three (3) of the members present.
4. At the discretion of a majority of the members of the Steering Committee present at any meeting, any matter may be tabled until the following meeting.

### **Motions**

1. Only members of CPO 8 may present motions.
2. Discussions may be limited by the chairperson.
3. A simple majority carries the motion (see voting above).
4. Information, opinions, requests and discussion are open to all attendees as recognized by the chairperson.

### **Amendments to Bylaws**

1. Must be submitted to the Steering Committee in writing and read to the CPO membership at the meeting prior to the meeting at which a vote will be taken.