

**BYLAWS**  
**Citizen Participation Organization 13 (CPO 13)-**  
**Gales Creek, Roy, Verboort, and vicinity**

**Article I. NAME**

Citizen Participation Organization 13 (CPO 13)-Gales Creek, Roy, Verboort and vicinity

**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 & ACTIVITIES**

**Section 1** The organization shall be advisory to the Washington County Board of Commissioners and 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.

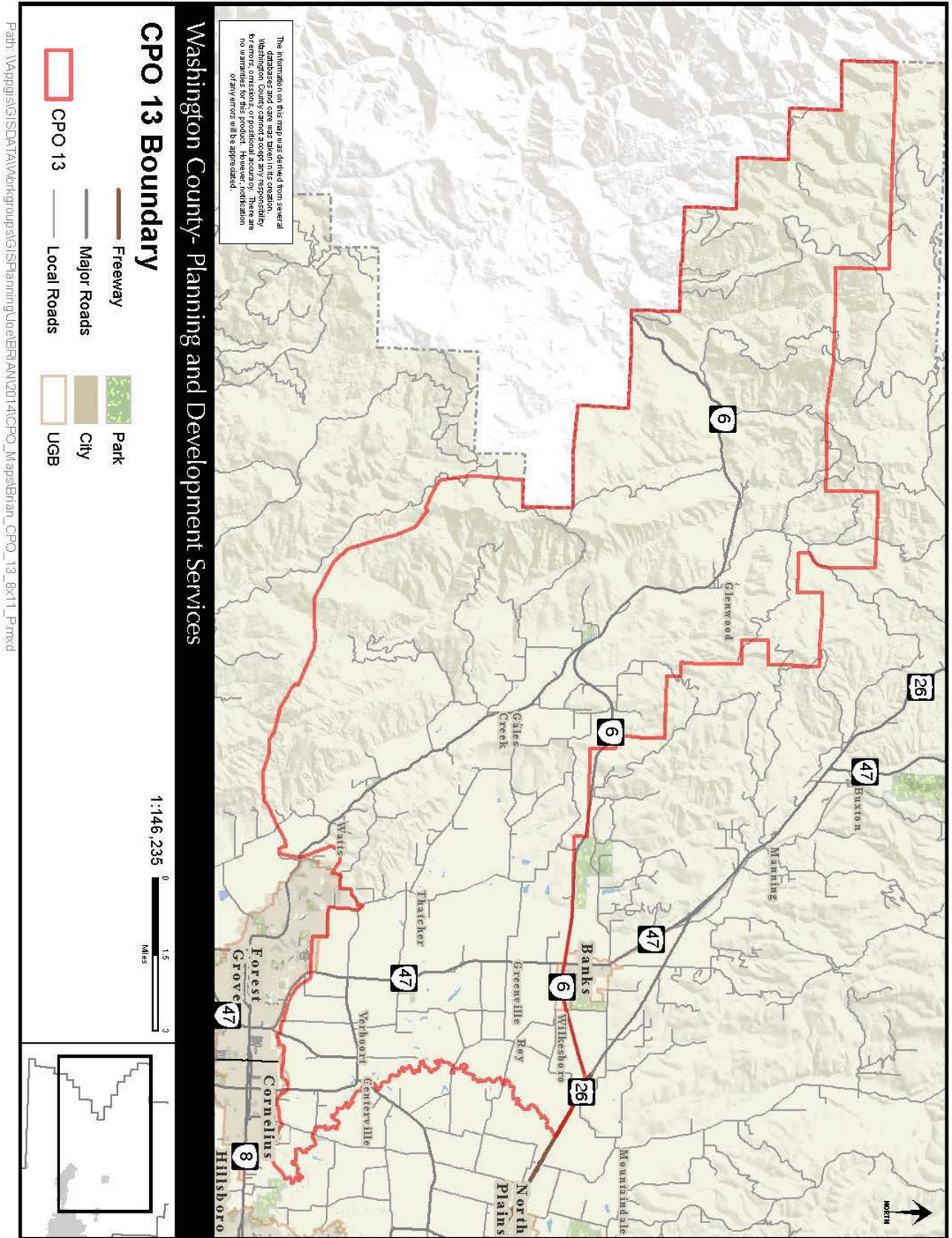
**Section 2** Activities shall be determined by the membership and may include but not be limited to land use actions, community plan and development code amendments, consideration of County services, and special community studies. In all activities the CPO shall provide for and encourage increased citizen participation.

**Section 3** 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 13 encompasses the area illustrated by the map below (see Figure 1, CPO 13 Map). To check what CPO an individual property is in, use the search page at <http://washims.co.washington.or.us/InterMap/>.

Figure 1-CPO 13 Map



## Article V. MEMBERSHIP AND VOTING

**Section 1** 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 general meeting of the organization 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 Nondiscrimination:** The CPO will not discriminate against individuals or groups on the basis of race, religion, color, gender, sexual orientation, gender identity, age, disability, legal citizenship, national origin, language, income, or political affiliation, in any of its policies, practices, recommendations or actions.

**Section 4** Members are entitled to vote but must have attended at least one meeting prior to ensure they are completely informed on the voting issue.

**Section 5** 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 the CPO shall be made by a majority vote of those members present at any meeting.

**Section 6** Quorum: Unless otherwise stated more than half of the voting members of the CPO or that of any of its committees is considered a quorum. CPOs should operate as if a quorum is present for every general CPO meeting. [*CPOs may consider other quorum specifications than those described here after discussing them with Program staff.*]

**Section 7** There shall be no secret ballots, absentee voting or voting by proxy.

**Section 8** If there is a minority position, this information shall be made part of the record.

**Section 8** There shall be no dues or membership fees.

## Article VI. OFFICERS

**Section 1** There shall be a minimum of three officers, in order to have a quorum. Officer positions are a Chairperson, Vice Chairperson, and Secretary. [*The organization may choose to use different roles and titles, e.g. Co-Chairs, President, Vice President, and Recorder. The CPO may also choose to have additional officers.*]

**Section 2** The officers shall serve on the CPO 13 Board. See Article VII. [*Note that the officers may also serve as CPO 13's representatives to the Washington*

*Committee for Citizen Involvement (CCI), or other members may be appointed to fill the CCI Representative roles.]*

**Section 3** Only persons eligible for membership shall be qualified to serve, unless otherwise specified in these bylaws.

#### **Section 4 Officer Duties**

[The organization may consider adding other specific duties for the officers.]

##### **a) Chairperson / Co-Chairs**

- Coordinate the business and activities of the CPO 13 Board and the CPO 13.
- Preside at all general CPO 13 meetings, or delegate meeting leader roles.
- Primary contact for and liaison with Washington County, CPO Program staff and others contacting the organization.
- Work with fellow officers, other CPO 13 Board members, and CPO 13 volunteers to delegate responsibilities.

##### **b) Vice-Chairperson**

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.

##### **c) Secretary**

Record the minutes of all CPO 13 general membership and CPO 13 Board meetings and maintain copies on file.

File meeting attendance records, meeting attendance lists, correspondence, and other CPO 13 public records.

Verify membership and voting eligibility, per these bylaws.

Coordinate CPO 13 volunteers' record keeping.

Provide the original or copies of CPO 13 records attendance lists, copies of minutes and correspondence to the CPO Program office according to program guidelines.

### **Article VII. CPO 13 BOARD**

#### **Section 1 Number of CPO 13 Board Members**

The CPO 13 Board shall consist of a minimum of three individuals in officer roles, in order to have a quorum.

It is recommended that the CPO 13 Board consist of a minimum of five individuals: three officers and two people serving as Washington County Committee for Citizen Involvement representatives.

#### **Section 2 Options for additional positions and roles**

The CPO 13 Board may appoint additional members to positions that support added capacity and effectiveness as a volunteer community organization. Examples:

**Corresponding Secretary** – Conduct all correspondence as directed; work with the Secretary to keep records of correspondence; write up summary updates and follow-up messages, give reminders to the CPO 13 mailing list for key meetings and activities, and writing thank you notes to guests.

**Membership** – Welcome people to meetings; create and support social time, support relationships and neighborly camaraderie; communicate with new members to get their feedback and welcome them to attend regularly.

**Relations/Partnerships** – Reach out to the community to explain CPO 13's purpose and invite them to participate; look for ways to involve, coordinate, or collaborate with partners in government, education, business, faith-based, and non-profit.

**Representatives of Specific Communities** – Act in a representative fashion for a specific community or group; relay feedback, issues, and interests.

**Land Use and Development** – Receive and monitor notices of development activities; point out notices of particular interest; work with community members to learn more about applications and review procedures; help facilitate replies to inquiries.

**Communications and technology** – Promote CPO 13's, or connect into other community groups, to build a presence on social media and the Web; work with other rural CPOs and partners on ways to improve high speed Internet access; support online, remote opportunities to increase community involvement and public participation.

### **Section 3 Terms of service**

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

**Section 4** The CPO 13 Board shall hold regularly scheduled meetings and the membership shall be given reasonable, advance notice of such schedule. Meetings of the Board shall be open to the membership and the general public. *[The Board may consider meetings on a regular basis from September –May, only as necessary in June-August, and at a minimum on a quarterly basis. The group should publish the schedule of its meetings in CPO 13 general meeting notices and announce changes at regular meetings.]*

**Section 5** Special meetings of the CPO 13 Board may be called by the Chairperson or by one-half of the Board members, after notice has been provided to all Board members.

**Section 6** The majority of the CPO 13 Board members shall constitute a quorum for the transaction of business. *[This section insures that the group's business will not be carried out by less than a majority of the Board.]*

**Section 7** Minutes of the CPO 13 Board meetings shall be kept on file and summaries of actions taken shall be communicated to the general membership via a CPO publication and/or CPO website, or presentation at the next general meeting.

**Section 8** The CPO 13 Board shall be responsible for establishing the time, place and agenda for the general CPO 13 meetings, and preparing information to insure that members are notified in advance.

**Section 9** The CPO 13 Board 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 represent the position of the CPO in response to time-sensitive matters, subject to confirmation at a general membership meeting.

**Section 10** CPO 13 Board policy decisions and opinions representing the view of the community on an issue where the general membership has not yet voted shall be presented to the general membership at the next general meeting. The membership may override the Board decision by [*Option A: a majority, Option B: a two-thirds*] vote.

**Section 11** The CPO 13 Board shall represent the CPO's opinions to the Board of County Commissioners and other appropriate decision-makers. Such advisory opinions will state whether the opinion is that of the CPO 13 Board, general membership, or a subcommittee, and make clear the date of the vote, the vote count and any minority opinion if such represents more than one third of the vote.

## **Article VIII. NOMINATION, ELECTION AND REMOVAL OF CPO 13 OFFICERS AND BOARD MEMBERS**

**Section 1** The Officers and additional CPO 13 Board members shall be elected by a majority of those attending the annual meeting in November.

**Section 2** Nominations will be taken by the Board in the month prior to the annual meeting, nominees' names will be published in the notice announcing the annual meeting agenda, and additional nominations for each office will be taken from the floor.

**Section 3** A vacancy on the Board may be filled for the remainder of the vacant term by appointment by members of the Board subject to approval of the general membership at the next meeting.

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

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

**Section 6** The meetings shall be conducted in conformity with Roberts Rules of

Order in all areas not covered by the bylaws.

**Article IX. General Membership Meetings**

**Section 1** General membership meetings shall be held at a time and place determined by the Board but not less than once per year. CPOs are encouraged to meet on at least a quarterly basis.

**Section 2** The general membership meeting in the month of November shall be the annual meeting.

**Section 3** Notice of the meeting will be made via the CPO notice mailings (email and postal mail) and CPO Program website.

**Section 4** Notice shall include the meeting date, time and place and the proposed agenda. Any member may raise an additional matter not previously on the agenda but that shall be voted at the next meeting, unless two-thirds of the members present determine that emergency action is needed.

**Article X. COMMITTEES**

**Section 1** The CPO 13 Board may establish committees to perform the ongoing work or special projects of the organization.

**Section 2** The CPO 13 Board shall specify the committee's purpose, authority and including whether the committee may speak publicly on behalf of the organization.

**Section 3** When the CPO 13 Board 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 selected by the committee.

**Section 5** Each committee shall provide a written or oral report to the general meeting.

**Article XI. AMENDMENTS AND REVIEW**

**Section 1** These bylaws may be amended by a majority 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** The CPO 13 Board shall review bylaws in even numbered years or more frequently if deemed necessary to review and propose changes to the bylaws.

**Section 3** 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.