

## CPO 1 BY-LAWS

Revised: April 23, 2009

### ARTICLE I - PURPOSE

The Washington County Citizen Participation Organization (CPO) program was formed to meet the requirements of Oregon Land Use Goal #1 mandating the participation of citizens in land use matters. CPOs provide a direct line of communication between citizens and Washington County government which funds the program. The Oregon State University Extension Service ("Extension Service") has been contracted by the county to provide program staffing and support.

Citizen Participation Organization 1 ("CPO 1" or "we") represents the Cedar Hills/Cedar Mill area. It provides a structure to foster citizen involvement in the land use, environmental, social, economic and aesthetic development of its community. CPO 1 encourages and facilitates citizen participation by the entire community.

### ARTICLE II - MEMBERSHIP

**A. Membership Eligibility:** Membership shall be open to all U.S. citizens of voting age residing within the CPO 1 boundaries, and to all individuals owning properties or businesses within the CPO 1 boundaries. Business operators and employees are welcome to attend meetings and speak, but may not vote unless they also reside in CPO 1.

**B. Joining CPO 1:** To join CPO 1, new members may:

submit a membership form online at the Extension Service website or by postal mail or fax; or;

attend a monthly meeting and enter their information into the attendance roster.

Membership is perpetual. Existing members of CPO 1 shall continue to be members of the organization until they no longer meet the membership criteria.

**C. Rights of Members:** Membership in CPO 1 extends full rights of participation in all programs of CPO 1, including the right to vote in general elections and Committee meetings. A member must sign the attendance roster for a meeting in which the member votes.

### ARTICLE III - STRUCTURE AND LEADERSHIP

**A. Elected Officers:** Officers listed below shall serve for one-year terms:

**Chair**—Duties include: Set meeting agendas, chair meetings, represent CPO 1 at other meetings and events. Receive written materials from jurisdictions and route mail to appropriate Officers and/or Steering Committee as needed. Appoints Committees as deemed necessary.

**Vice-Chair**—Duties include: Committee coordinator, assume duties of Chair when required.

**Secretary**—Duties include: Record minutes of Annual, Regular, and Steering Committee meetings, maintain membership and voting records, provide agenda and previous meeting notes to members, and assumes duties of Vice Chair when required. Prepares official correspondence for CPO 1 with authorization to delegate such responsibility.

**Treasurer**—Duties include: Maintain CPO 1 financial records and accept and disburse funds as needed.

**Committee for Citizen Involvement (CCI) representatives** (two CCI representatives and one CCI alternate-representative)—Duties include: Attend monthly CCI meetings and report on activities and decisions to CPO 1 as needed. Presentation at the monthly CPO 1 meeting is preferred although report may also be in writing.

An individual CPO 1 member may serve as a CCI Representative and also serve in another elected role in CPO 1.

**B. Steering Committee:** Committee composed of the currently elected Officers, the immediate past Chair and at least three members-at-large appointed by the Officers. Activities and duties of the Steering Committee include:

Work directly with the Chair to set meeting agendas, arrange for speakers and handle meeting logistics.

Assign a member to represent the position of CPO 1 when not represented by the Chair and report such representation to the membership at the next meeting.

Independently appoint such Committees as it deems necessary.

### **C. Elections and Voting**

There shall be a Nominating Committee of three members, appointed by the Steering Committee, who shall develop a slate of Officers for the upcoming year. At the CPO 1 Annual Meeting nominations shall be opened by declaration of the Chair. Any member of CPO 1 shall be eligible to be nominated for an office.

Determination of a nominee's eligibility to serve shall be made by the Secretary prior to reading the list of nominees at balloting.

**Balloting:** Balloting shall be for the offices of Chair, Vice Chair, Secretary, Treasurer and CCI Representatives. The winner of each office will be the nominee receiving the highest number of votes, provided their total exceeds 50 percent of the votes cast.

**Tie-breaking:** In case of a tie between the top two vote-getters or a failure of any candidate to receive a simple majority of the votes cast, a run-off balloting shall be conducted between the top two vote-getters.

**Vacancies:** Vacancies due to resignation or incapacitation shall be filled to the next end of term by the Steering Committee and ratified by a vote of the general membership at the next CPO 1 meeting.

Election of Officers and other voting shall be by a show of hands.

### **ARTICLE IV - MEETINGS**

A. Roberts Rules of Order shall prevail.

**B. Meeting Dates and Location:** The date, time and location of the next meeting will be announced by the Chair at the preceding meeting and in the CPO 1 Newsletter. In general, CPO 1 meets monthly on the first Tuesday of the month at 7:00 PM at a location within the CPO 1 boundaries.

**C. Annual Meeting:** The Annual Meeting of CPO 1 shall be held in the month of October at which the slate of Officers nominated by the Steering Committee shall be presented. Nominations from the floor will then be entertained. Time for sufficient discussion shall be allowed and then the election of Officers will be held. The new Officers begin their terms immediately.

**D. Agenda:** A meeting agenda will be prepared for each meeting and published in the CPO 1 Newsletter. This agenda will be followed during the meeting unless deviations are agreed to by members at any meeting.

**E. CPO 1 Actions** include position letters, testimony on issues and input on proposals/plans/projects. Actions can be proposed by any member in good standing. Actions may be proposed by either:

Requesting the subject be added to a subsequent agenda. It is preferred that a draft of the Action shall be offered for publication in the CPO 1 Newsletter.

The Action may be moved from the floor during a meeting. After presentation and discussion, the requested action may be:

voted on and approved or denied immediately;

referred to a designated subcommittee for revision before approval by the Steering Committee or;

deferred until a subsequent CPO 1 meeting.

Those in opposition to any vote are encouraged to state their position in writing to the CPO 1 Secretary, who shall include that position in CPO records and reports. If such positions are received after the official correspondence has been sent, the author may submit their position to the same distribution list .

**F. Meeting Topics:** Any member may propose that a topic be put on an agenda by submitting it in writing or by email to the Steering Committee which will decide whether to include it on a subsequent agenda.

### **ARTICLE V - ADOPTION AND REVISION OF BY-LAWS**

A. These By-Laws may only be adopted or revised at a regular monthly meeting. Changes to the By-Laws shall be adopted if approved by at least a two-thirds affirmative vote of the voting members present and voting.

B. Before adopting revised By-Laws, they must be listed as an agenda item in the two regularly scheduled monthly meetings prior to the meeting at which a vote takes place.