

# BYLAWS

## **Citizen Participation Organization CPO 4M Metzger/Progress Boundary Area**

These bylaws shall void all previous bylaws or operating procedures.

### **ARTICLE I – NAME**

The name of the organization shall be Metzger-Progress Citizens' Participation Organization 4M.

### **ARTICLE II – AREA**

The area served by this organization shall be the unincorporated area of Washington County and the incorporated areas of Portland, Beaverton, and Tigard as defined by Washington County Commission Ordinance Numbers 278, 279 and 280, adopted 12/27/83 for Community Planning Organization #4 and delineated by Plan Map dated 9/25/86 showing legal boundary. (Evidence referral, CPO 4M Map; letter to Tom Smith from Washington County Planning Manager Brent Curtis.)

### **ARTICLE III – PURPOSE**

The general purpose of this organization shall be to maintain a representative group of citizens united by Metzger boundary and organized to work on matters and issues affecting this community, and to promote the community interest within the Washington County Commission. The CPO 4M herewith requests notification in a timely manner by the Washington County governing bodies of all pending and proposed matters that may affect this community, as designated by Washington County Board of Commissioners Resolution & Order 86-58 under "Commitment of Government," 1 through 7, dated June 3, 1986.

### **ARTICLE IV – NON-PROFIT STATUS**

This is a non-profit organization established and dedicated to serve the best interests of the public and of the community of CPO 4M.

### **ARTICLE V – MEMBERSHIP**

Membership shall be open to all interested persons in the area, including residents, landowners and business owners, or operators.

## **ARTICLE VI – VOTING MEMBERS**

A member shall qualify for voting privilege if he/she:

- A. Is of legal voting age and is a resident, landowner, business owner, or lessee within the Metzger-Progress CPO 4M area, and
- B. Must be signed in on attendance sheet in full before voting.
- C. In order for a member to vote they must be present at the meeting. If a person has a financial or governmental interest they are obligated to disclose the existence and nature of such interest. This interest will be made part of the record

## **ARTICLE VII – GENERAL MEETINGS**

The General meetings shall normally be held on a monthly basis on a specified date and time and at a location suitable to accommodate the anticipated attendance.

Robert's Rules of Order, Revised, shall govern the conduct of any meeting. Meetings shall be adjourned at 9:30 p.m., unless it is regularly moved and carried by the general body to extend the meeting. Three or more members may request certification of voting members prior to a vote on any motion presented to the meeting, precluding those present who do not qualify under Article VI as voting members from participating in the vote on that question.

## **ARTICLE VIII – FUNDING**

The payment of dues shall not be required for membership or voting privileges. Sources of income may include, but shall not be limited to, voluntary dues, contributions, or grants.

## **ARTICLE IX - OFFICERS**

### **A. Chairperson**

1. There shall be one Chairperson.
2. The Chairperson shall preside as executive officer at the General Meeting and shall enforce due observance of the Rules of Parliamentary Procedure and the bylaws of the organization, subject to appeal to the meeting, and shall, in the case of a voting tie, have the deciding vote.
3. The Chairperson shall be responsible for following the Agenda at the General Meeting.
4. The Chairperson shall act as representative of CPO 4M in the community, and shall be a member of the Steering Committee.

**B. The Vice Chairperson shall act as assistant to the Chairperson.**

1. He/she shall perform all the duties of the chairperson in the absence of that officer and shall be a member of the Steering Committee.

**C. Secretary/Treasurer**

1. The Secretary/Treasurer shall record and transcribe the minutes of the General Meeting, and include the number of members in attendance.
2. The Secretary/Treasurer shall retain a record of the minutes of all General Meetings.
3. A copy of all General Meeting minutes shall be sent to the Washington County Extension Service by the Secretary/Treasurer after approval by the General Body.
4. The Secretary/Treasurer shall be responsible for all official correspondence of CPO 4M.
5. The Secretary/Treasurer shall retain for safekeeping the make available an "Attendance Sign-Up List" for members in attendance at each General Meeting. This list shall be headed and allow space for: name, address, telephone number under the date and location of each General Meeting. These lists will be intended solely to identify and verify voting members, and to allow meeting notification by the County Extension Service.
6. The Secretary/Treasurer shall be a member of the Steering Committee.

**D. Treasurer**

The Office of Treasurer shall be combined with the office of Secretary unless and until the Steering Committee or the General Body deems it necessary to empower this office separately.

1. The Treasurer shall keep and maintain accurate accounts of the business transactions of CPO 4M including accounts of its income, assets, liabilities, receipts, disbursements, gains and losses.
2. A report shall be given at each General Meeting by the Treasurer.
3. The Treasurer shall be a member of the Steering Committee.

**ARTICLE X – ELECTION OF OFFICERS**

The officers of CPO 4M shall be elected annually by the voting members at the June General Meeting by a plurality.

- A. Their term shall be for a period of one year.

- B. A nominating committee appointed by the May General Meeting shall present a slate of officers at the June meeting. Additional nominations shall be accepted from the floor.
- C. Officers shall be limited to two (2) consecutive terms in any one office.
- D. If an officer dies, resigns, or fails to attend three (3) successive General Meetings, unless he is excused by the General Meeting, his post shall be declared vacant and a successor shall be nominated by the Steering Committee to serve for the balance of the term for that office and an election shall be held at the next General Meeting.
- E. Each candidate for office must be a voting member of CPO 4M, and shall not have been found guilty of prior misconduct while holding any public office.
- F. Each candidate shall provide the following information: name, address, phone number, occupation and length of time he/she has been a resident, land owner, business owner, or lessee in the CPO 4M area.
- G. Charges of misconduct of officers or members shall be treated as outlined in Robert's Rules of Order.

### **ARTICLE XI – STEERING COMMITTEE**

The Steering Committee shall be a standing committee, comprised of all elected officers, the chairpersons of each committee, and five (5) voting members elected from the General Body of CPO 4M.

- B. Any other interested person may attend a Steering Committee meeting.
- C. The Steering Committee shall hear individual members of CPO 4M and assist in directing them in utilizing the appropriate channels available for the resolution of their problems.
- D. The Steering Committee shall meet during the first week of each month.

### **ARTICLE XII - COMMITTEES**

A committee may be formed by the General Membership or by the Steering Committee.

- A. A Committee shall consist of a chairperson, secretary, and volunteer members.
- B. Any proposition or motion written by the committee to be voted upon by the voting members must be presented to the Steering Committee for inclusion on the agenda.
- C. A record shall be kept of all meetings, and a report of each committee meeting shall be given at the General Meeting.
- D. Committees shall have access to any information or correspondence received by the officers of CPO 4M.

### **ARTICLE XIII – PUBLIC PRESENTATION**

Public presentation of CPO 4M's recommendations, opinions, policies and business may be made only by officers of CPO 4M or by a person designated by the officers of CPO 4M. No public opinion, policy, or recommendations shall be made for CPO 4M by any officers or person designated by the officers until sanctioned by the action of the General Meeting.

### **ARTICLE XIV – AMENDMENTS**

These bylaws may be amended by a plurality of voting members present after a proposed amendment has been read at two (2) consecutive General Meetings.

### **ARTICLE XV – CHAIN OF AUTHORITY**

The chain of authority shall be from the standing committee through the Steering Committee to the General Meeting, and then to the proper governing authority.

*Bylaws of CPO 4M, Metzger/Progress, as amended and approved at the second reading in the February 1987 General Meeting.*

*Revised 8/20/91*

*Revised 2/25/09*