

BYLAWS

Citizen Participation Organization CPO 15 Fern Hill Boundary Area

ARTICLE I – MEMBERSHIP

- A. CPO 15 membership is open to all citizens of voting age who reside in, own property in, or have business interests within the CPO 15 boundaries as set by the Washington County Board of Commissioners.

ARTICLE II – PHILOSOPHY

Citizen Participation in Washington County government improves the decision-making process, democratizes and humanize political and social institutions, increases the responsiveness of governmental institutions, generates a greater variety of information and alternatives to citizens, public officials and elected officials, and enhances individual and group awareness and civic responsibility.

ARTICLE III – MEETINGS

- A. CPO 15 meets annually on the third Wednesday of September. Regular annual meetings will be held in September.
- B. Special meetings shall be called if the need arises.
- C. The officers will meet as needed at a time convenient to them.

ARTICLE IV – ELECTED OFFICERS

A. Chairman

- 1. Moderator at monthly meetings
- 2. Coordinator of officers' actions
- 3. Presides at officers' meetings
- 4. Keeps Chairman's file which is turned over to the new chairman
- 5. Appoints any other officer to moderate monthly meetings in his absence
- 6. Sets up the order of agenda items.

B. Vice-Chairman

- 1. Serve as chairmans in the absence of the chairman
- 2. Receives meetings notices of county commissioners' meetings, county committees, county task forces, county public hearings on issues other than land use changes affecting CPO 15.

3. Responsible for reports on meetings, task forces, and hearings affecting or of interest to the CPO 15 members.
4. Selects representatives to attend meetings and hearing affecting or of interest to CPO 15.

C. Secretary

1. Keeps CPO 15 files, maps and bylaws
2. Takes minutes of monthly meetings
3. Keeps membership records and relays mailing list to Washington County CPO Coordinator
4. Keeps ongoing list of all committees
5. Prepares official correspondence from the CPO or delegates that responsibility
6. Relays incoming mail to the appropriate officer or committee chairperson
7. Prepares agenda and newsletter for mailing by Washington County CPO Coordinator.
8. Keeps a file on all applications the CPO acts upon, to be turned over to the new review officer at the end of the term of office.

All officers jointly and equally share authority to:

1. Receives copies of applications for conditional uses, zone changes, variances etc.
2. Responsible for obtaining all available information on each issue as the CPO requires.
3. Reports each application in disagreement with official CPO positions to the CPO whenever possible.
4. Whenever it is impossible to report a questionable application to the CPO, he shall consult at least one other officer before taking action.
5. Makes official inquiries and comments on behalf of the CPO regarding an application, bound by the official positions taken by the CPO
6. Reports at meetings or by passing on information to the secretary for inclusion in the monthly newsletter.
7. Attend monthly meetings of the Committee for Citizen Involvement
8. Represent CPO 15 views and concerns at CCI meetings
9. Report to CPO 15 meetings of content of CCI meetings
10. Handle matters during the winter, spring and summer and in emergencies, according to their duties as described in the bylaws, bound by the bylaws and/or official positions taken by the CPO
11. Substitute for the chairperson as requested by the chairperson
12. Prepare agenda subjects in conjunction with other officers
13. Officially speak for the CPO to the extent allowed by the bylaws and/or official positions taken by CPO, or according to directions from the CPO in the form of a motion carried.

Each officer shall:

1. Submit his report to a substitute for presentation if he is unable to attend a meeting
2. Be responsible for attending officer's meetings as called by the chairman
3. Attend CPO Leaders meetings during his term of office

ARTICLE V – ELECTIONS

Nominations will take place in September. Election of officers will take place in September annually. Any CPO 15 member at the time of nomination will be eligible to be nominated for office. Anyone can nominate himself for office. Any member may nominate an eligible person provided permission of that person has been secured. Any elected officer may serve in only one elected office but may also serve as a committee chairperson or other CPO 15 position.

ARTICLE VI – QUORUM

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

ARTICLE VII – VOTING

Shall be carried out by a show of hands except in elections of officers. Elections of officers shall be by secret ballot except when a nominee is unopposed for an office, in which case voting can be done by a show of hands. If a member votes on a proposition in which he has a direct financial interest, such person is obliged to disclose the existence and nature of such interest to the membership. This information shall be made part of the record by the secretary. A plurality of the voting members present must approve any CPO 15 decision except in emergencies as noted above. Minority positions of the membership shall be noted in any CPO 15 action when requested by the membership.

ARTICLE VIII – MOTIONS

Only members shall present motions; motions may be seconded and discussions may be limited by the chairman with the consensus of the group. A simple majority carries any motion. Information, opinions, requests and discussion is open to all persons.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Amendments to the by-laws shall be submitted to the officers in writing and read at the monthly meeting previous to the meeting the vote is taken on said amendments.

ARTICLE X – ROLE

The CPO, through the support it is given by the Washington County Board of Commissioners, will be an important vehicle for increased citizen participation, better public relations, and a more knowledgeable citizenry.

Advise and consult with the County Board of Commissioners on matters affecting the livability of the community. Such matters would include, but not be limited to, public safety, planning, housing, parks, open space and recreation, human resource delivery systems, traffic and transportation systems, water and sewage disposal systems, water quality, environmental quality and safety, and county budgeting.

Be informed and familiar with the views and opinions of the people in the community and be able to give accurate presentation of those views to the county officials and officers.

Keep the County Board of Commissioners informed of any changes in its Bylaws, its officers and board members, and the name and address of its representative for receipt of notices and other communications.

Serve as a vehicle for communication between governments and citizenry.

Provide a known meeting place for legislators to meet with citizens.

Respond to notices, agendas and minutes, and land use matters of every description including design review.

Take full advantage of budgeted staff assistance through Washington County and Oregon State Extension Service.