

# BYLAWS

## **Citizen Participation Organization CPO 7 Sunset West, Rock Creek & Bethany Boundary Area**

### **ARTICLE I – PURPOSE**

The Sunset West citizen Participation Organization, hereinafter referred to as CPO 7, exists for the purpose of providing a structure to facilitate effective citizen involvement in the environmental, social, economic and esthetic development of the Sunset West community. CPO 7 will assist in the planning of this community in accordance with the Oregon Land Conservation and Development Commission's statewide Goal #1, the Washington County Comprehensive Plan Revised 1977, the Washington County Board of Commissioner's Minute Order 74-84, and the Washington County Community Development Ordinance. CPO 7 will encourage citizen participation by a broad cross-section of the community and will provide a direct line of communication between citizens and the Washington County government.

### **ARTICLE II – OBJECTIVES**

1. To promote and assist in the formulation, completion, and adoption of a Community plan.
2. To promote general citizen surveillance and initiative on the implementation of the Community Plan.
3. To furnish a mechanism for citizen involvement in matters of general public concern other than land use planning as determined by vote of the membership or by these by-laws.

### **ARTICLE III – GEOGRAPHIC DESCRIPTION**

The geographic area composing CPO 7 is found with definite boundaries. Said boundaries are as follows:

Northwest along the Multnomah/Washington County Line to Cornelius Pass Road;  
Southwest and South on Cornelius Pass Road to SW Baseline Road, continuing East on Baseline Road to its intersection with SW 158<sup>th</sup> Avenue.\*\* East on SW 158<sup>th</sup> Avenue to the intersection with SW Walker Road. East on SW Walker Road to the eastern boundary of the Howard M Terpenning Recreation Complex. North along the eastern boundary of the Howard M. Terpenning Recreation Complex to its intersection with Pioneer Road. East on Pioneer Road to the intersection with the Bonneville Transmission Line.  
Northeast and North along the Bonneville Transmission Line to its intersection with NW Cornell Road;  
East along NW Cornell Road to NW 143<sup>rd</sup> Avenue;

North on NW 143<sup>rd</sup> Avenue to NW Whistler Court. East on NW Whistler Court to the intersection with NW Thompson Road if NW Whistler Court had been constructed to extend east to intersect with NW Thompson Road. NW Thompson Road; Northeast along NW Thompson Road to the Multnomah/Washington County line.

A map of CPO 7 is attached to these by-laws as an appendix.

#### **ARTICLE IV – MEMBERSHIP**

Membership in CPO 7 shall be all citizens of voting age who either reside, own land, or own or operate businesses within the boundaries of the organization's area. Said boundaries are those illustrated on the map attached thereto. Voting privileges are accorded all members signing the voting register.

#### **ARTICLE V – OFFICERS**

**TITLE AND ROLE:** The officers of CPO 7 shall consist of a chairman, a Vice Chairman—CCI Representative, Vice Chairman—Bethany, a Corresponding Secretary and a Recording Secretary.

*Chairman:* The Chairman shall serve as the spokesperson for CPO 7 and will chair general membership meetings and steering committee meetings.

*Vice Chairman—CCI Representative:* The Vice Chairman shall serve as one of CPO 7's representatives at Washington County CCI. The Vice Chairman--CCI shall serve for the Chairman in the latter's absence.

*Vice Chairman—Bethany:* The Vice Chairman—Bethany shall serve as chairman of the Bethany Committee and shall serve as the coordinator for CPO 7 on issues related to the Bethany Community.

*Corresponding Secretary:* The Corresponding Secretary shall conduct all correspondence as directed.

*Recording Secretary:* The Recording Secretary shall record and transcribe the minutes of the general membership meeting and steering committee meeting and shall maintain a voting register, the voting results, and the minutes.

**TERM OF OFFICE:** All officers shall serve a one-year term.

**VACANCIES:** Should any office become vacant prior to the expiration of the term, such vacancy will be filled by a vote of the majority of the members of the Steering Committee subject to ratification by the membership. The replacement officer shall serve out the balance of the retiring officer's term until elections are held at the annual meeting of the general membership.

**REMOVAL OF OFFICERS:** Officers may only be removed from office when notice has been included as a printed agenda item in the monthly newsletter and voted in favor of at the following general membership meeting. Three unexcused absences can be grounds for removal from office.

## **ARTICLE VI – STEERING COMMITTEE**

### **STEERING COMMITTEE:**

1. Composed of the five current officers and the immediate past chairman.
2. In addition one member at large shall be elected by the general membership.

### **ACTIVITIES AND DUTIES:**

1. Carry out the purposes and objectives stated in Articles I and II.
2. Represent the position of the CPO subject to confirmation at a general membership meeting.
3. The Steering Committee shall appoint such committees, as it deems necessary.
4. The Steering Committee shall keep minutes.

### **QUORUM AND VOTING:**

The Quorum shall be a majority of the Steering Committee. Decisions shall be by vote of a majority of the Quorum. Polls taken by telephone, email, or fax are authorized.

### **VACANCIES:**

A vacancy in the Steering Committee shall be filled by a vote of the majority of the remaining steering committee members.

### **MEETINGS:**

Meetings of the Steering committee shall be held monthly. Time and place to be announced.

### **TERM:**

Term shall be one year.

### **REMOVAL OF MEMBERS:**

Steering committee members may only be removed from office when notice has been included as a printed agenda item in the newsletter and voted in favor of at following general membership meeting. Three unexcused absences from either steering committee or general membership meetings can be grounds for removal from the steering committee.

## **ARTICLE VII – APPOINTED COMMITTEES – REPRESENTATIVES**

1. Established as needed by the Steering Committee or general membership.
2. Purpose and time frame shall be established at the time of formation.
3. The committees are responsible for reviewing projects submitted to them by the Chairman or by the CPO at its general membership meeting and for reporting and making recommendations to the CPO on such projects. No appointed committee shall purport to represent the CPO.
4. Committee chairs shall be appointed by the CPO Chairman, confirmed by the Steering Committee. Each committee shall record the minutes of its meetings. Committee chairs shall provide copies of committee minutes to the CPO-7 general meetings as well as make monthly reports to the CPO. Committee meetings shall be held as often as is deemed necessary in the discretion of its chairman. The minutes of the meetings shall reflect those members who are present. Membership and voting rights for committee meetings shall be based on the same principles as for the CPO as a whole. Committee action shall be by majority vote of the voting members present.

## **ARTICLE VIII – NOMINATIONS, BALLOTING AND ELECTIONS**

### **NOMINATIONS:**

1. There shall be a nominating committee of three members, appointed by the Steering Committee.
2. Nominations shall be opened by declaration of the Chairman at the general membership meeting immediately prior to the annual meeting.
3. Any member of CPO 7 who is a voting member at the time of the annual meeting shall be eligible to be nominated for office.
4. Determination of nominee eligibility shall be made by the secretary (in the normal manner of determining voting member eligibility) and prior to reading the list of nominees at balloting.

### **BALLOTING:**

1. Balloting for each officer and the members at large of the Steering Committee shall be by show of hands unless a request for ballot is made by any member.
2. The winner shall be the nominee receiving the highest number of votes, provided that number exceeds 50% of the votes cast.
3. In case no candidate receives a majority of votes, a run-off shall be conducted.

## **VACANCIES:**

Vacancies due to resignation shall be filled by the Steering Committee and ratified by general membership. Appointees complete the unexpired term of the resigning officer(s).

## **ARTICLE IX-MEETINGS**

### **ANNUAL MEETING:**

1. The annual meeting of CPO 7 shall be held in the month of October.
2. It shall be the duty of the Steering Committee to set forth the place, time and agenda for such meeting.
  - a. Chairman shall review the past year's activities and accomplishments.
  - b. Chairman shall present recommendation for future CPO programs and policies.
  - c. Election of officers

### **MEETING DATES AND LOCATIONS (GENERAL MEETINGS):**

1. Date, time, location to be announced by Chairman at preceding general meeting.
2. There shall be at least four meetings per year in addition to the annual meeting.

### **SPECIAL MEETING:**

Special meetings of the membership may be called by the Chairman, the steering committee, or in writing by any ten members entitled to vote at such meeting.

### **NOTICE:**

A notice stating the time and place of the meeting shall be published in a local paper of general circulation at least one week prior to the meeting.

### **IDENTIFICATION:**

Persons speaking or submitting written material will identify themselves, their residences and special interest or work at their first presentation.

### **RULES:**

Roberts Rules of Order shall prevail.

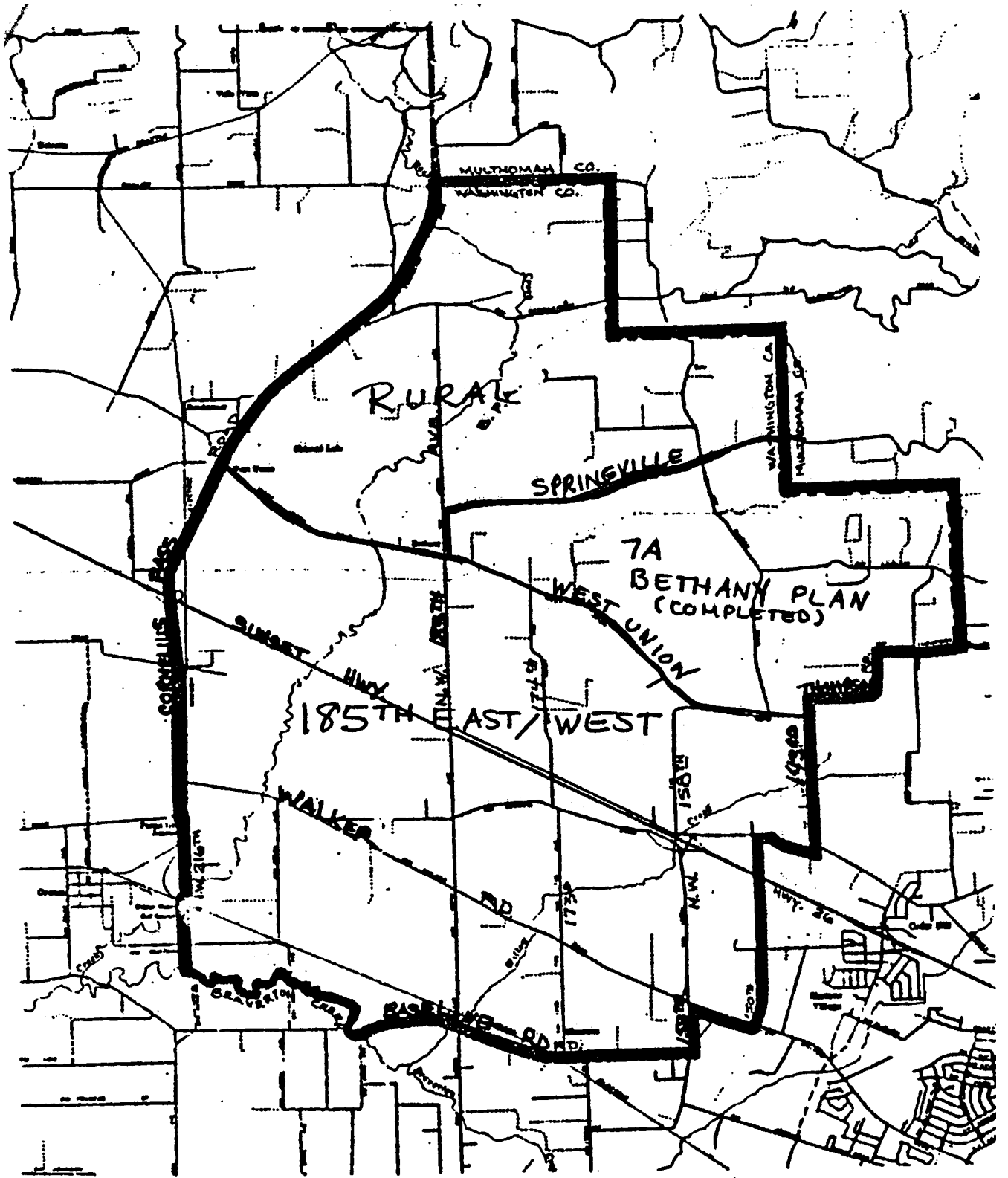
**ARTICLE X – ADOPTION AND AMENDMENT**

These by-laws may only be adopted or amended at a general membership meeting by a two-thirds vote of the voting members present and voting. No amendment can be voted upon unless said proposed amendment was read at the next prior general membership meeting.

**CHANGE VOTED IN 6-11-86:**

The by-laws are hereby changed to read that any agenda item may be voted on at that meeting.

**Adopted as amended 6/20/79**



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