

BYLAWS

Hillsboro / Orenco Citizen Participation Organization CPO 9

These Bylaws shall supersede all previous Bylaws or operating procedures adopted by the Hillsboro / Orenco Citizen Participation Organization CPO 9.

ARTICLE 1 – NAME

The name of this organization shall be Hillsboro / Orenco Citizen Participation Organization – CPO 9.

ARTICLE 2 – PURPOSE

CPO 9 is a group of citizens united by geographic location and organized to facilitate effective citizen involvement in the planning and development of the area, and all matters affecting the quality of life and livability of the community.

ARTICLE 3 – MEMBERSHIP

The organization is open to all individuals who or entities which reside in, own property in, own or operate a business within the boundaries of CPO 9 as set forth in the attached map. Individuals and entities outside of the CPO 9 boundary area may be non-voting members.

ARTICLE 4 – VOTING MEMBERS

A quorum for voting shall be those members in attendance at a meeting at which a vote is taken. Voting shall be by voice vote or a show of hands. If it is perceived that there is not adequate time for discussion regarding the vote or that people who have an interest in the vote are not represented, the Chair can postpone the vote.

If a member votes on a motion in which he or she has a direct financial interest, such person is obligated to disclose the existence and nature of such interest to the membership prior to the vote. This information shall be made a part of the record.

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

ARTICLE 5 – MEETINGS

General Membership meetings shall be held on a day, location and time established by the Steering Committee.

Meeting notices for General Membership and Steering Committee meetings, including a list of the principal subjects to be considered at the meeting, shall be available from Washington County Extension Service CPO Coordinator. A minimum of a 24-hour notice shall be given for special meetings.

Any interested party may attend Steering Committee meetings.

ARTICLE 6 – PUBLIC MEETINGS

All General Membership meetings are subject to Oregon's Public Meetings Law set forth in Oregon Revised Statutes 192.610-192.690, or any subsequent statute thereto.

Written minutes are required for all meetings and shall be available within three weeks of the meeting. All minutes must include: members present; all motions, proposals, resolutions and measures proposed and their disposition; all vote results; summary of discussion of any matter and a reference to any document discussed at the meeting.

ARTICLE 7 – FUNDING

No membership dues shall be required for membership or voting privileges.

Sources of income may include, but are not limited to, voluntary dues, contributions, or grants.

ARTICLE 8 – OFFICERS

Officers shall be a Chair and Vice Chair, or Co-Chairs, and a Secretary.

Chair, Vice Chair, Co-Chairs shall:

- Preside at General Membership meetings and Steering Committee meetings and be responsible for following the agenda.
- Act as official representative for CPO 9.
- Attend or appoint a representative to attend Washington County Committee for Citizen Involvement (CCI) meetings and other county-wide CPO related meetings.

Secretary shall:

- Record and transcribe the minutes of General Membership and Steering Committee meetings as well as maintain records of the agendas and minutes.

- Transmit copies of the General Membership meeting minutes to Washington County Extension Service CPO Coordinator. Attendance records shall be attached to the minutes.
- Transfer at the completion of term of office minutes, agendas, and other correspondence to the successor.
- Keep and maintain accurate accounts of business transactions which will include accounting for any special fund donations from the membership. Any collected amount and fund balance is to be reported at General Membership meetings.
- Transfer at the completion of term of office all business records and all monies to the successor.

ARTICLE 9 – ELECTION OF STEERING COMMITTEE AND OFFICERS

A nominating committee, appointed by the Chair at the April CPO 9 meeting, shall present nominations for the Steering Committee at the May General Membership meeting, when elections occur. Additional nominations shall be accepted from the floor.

Term of office shall be one year.

ARTICLE 10 – STEERING COMMITTEE

The Steering Committee, elected as set forth in Article 9, shall consist of a minimum of three and a maximum of twelve at-large positions from within CPO 9. Officers are elected from within the Steering Committee and confirmed by the general membership. Vacancies shall be filled by election at the next CPO General Membership meeting.

No person elected or appointed to any full time City, County, or State government office shall serve on the Steering Committee.

The Steering Committee shall act for CPO 9 as a whole whenever it is impractical for the matter to await consideration at the next General Membership meeting.

If the Steering Committee acts for CPO 9, such action shall be submitted to the membership at the next regularly scheduled General Membership meeting for ratification. Steering Committee action shall be by majority vote of Steering Committee members.

At the direction of the Chair, voting by the Steering Committee may be by telephone poll or e-mail. The results of such poll shall be included in the Steering Committee minutes and available for the general membership and the next regularly scheduled General Membership meeting.

The Steering Committee shall prepare agendas for General Membership meetings and submit agendas to the Washington County Extension Service CPO Coordinator within the required timeframe for announcement to members.

The Steering Committee shall be responsible for the business affairs of CPO 9.

ARTICLE 11 – COMMITTEE FOR CITIZEN INVOLVEMENT (CCI) REPRESENTATIVE

The CCI Representative shall:

- Attend Steering Committee meetings.
- Report back from CCI meetings to the Steering Committee.
- If unable to attend CCI meetings, shall contact the CPO 9 Chair so an alternate representative can attend.

ARTICLE 12 – PUBLIC PRESENTATION

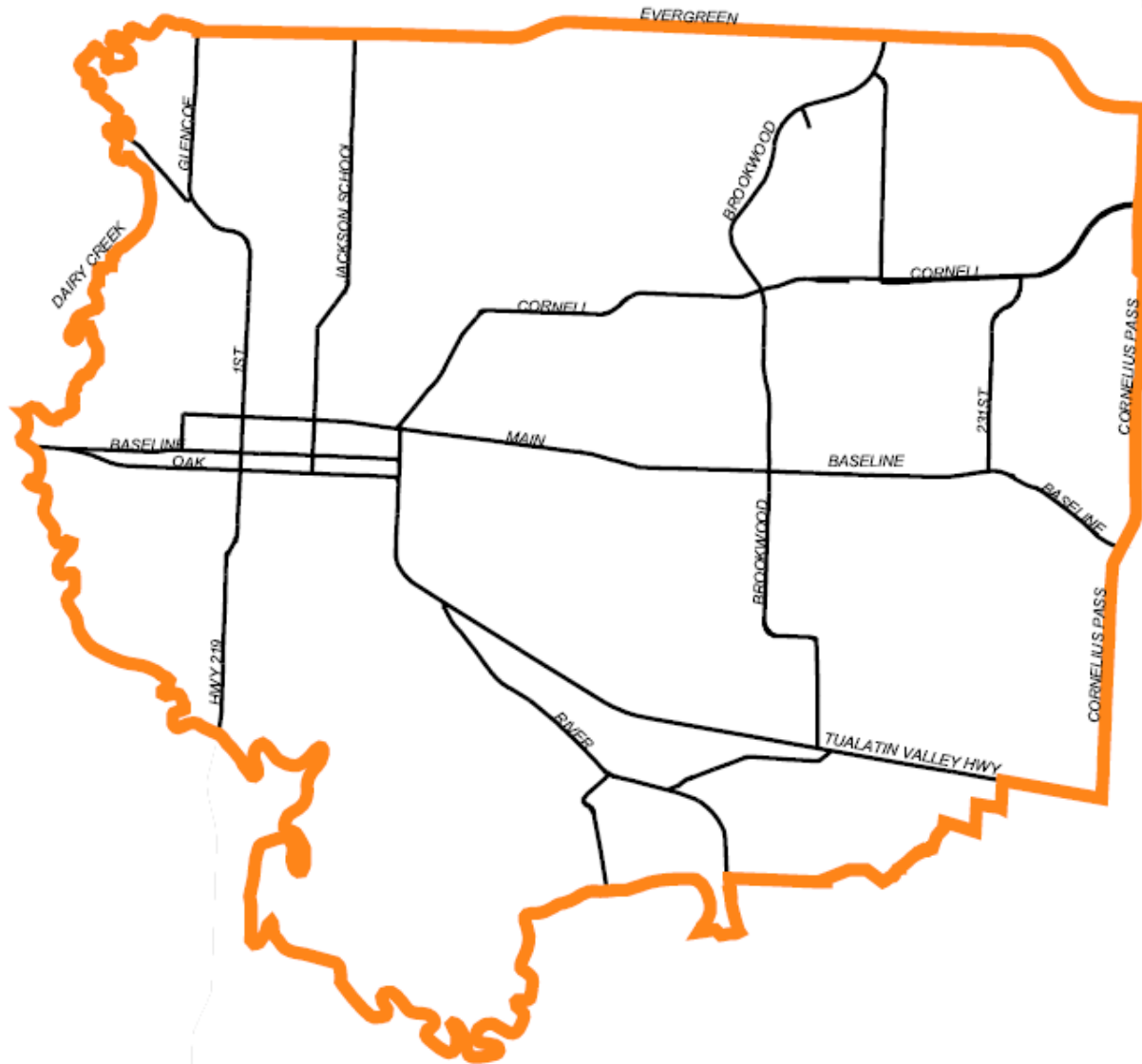
No member of CPO 9 may make a representation or act on behalf of CPO 9 on any matters except as authorized by CPO 9 and within guidelines of these Bylaws.

ARTICLE 13 – BANNED ACTIVITIES


Neither CPO 9 nor any member thereof acting for the CPO may act as a political action committee, campaign for any political candidate or ballot measure, or take any action in violation of the guidelines as outlined for Citizen Participation Organizations in Washington County.

ARTICLE 14 – ADOPTION


These Bylaws were adopted by the voting members of CPO 9 at its regularly scheduled General Membership meeting held on March 9, 2009.



**CPO 9
Boundary**
(Hillsboro/Orengo)



N



GIS
INTEGRATED
SYSTEMS

The information on this map was derived from public information and is not intended to be used for legal purposes. It is provided as a general reference only. The user assumes all responsibility for the use of this information. © 2009 GIS. All rights reserved.

CPO 9 BYLAWS, REV. 3/9/09, DM 172804