

Neahkahnie Citizen Advisory Committee (NKN CAC) Bylaws

Article I: Name

The name of this organization shall be the Neahkahnie Citizen Advisory Committee (NKN CAC).

Article II: Purpose

The NKN CAC serves as an advisory body to Tillamook County, State, and Federal agencies and fosters communication between the Neahkahnie community and governing bodies. The Committee advocates for the interests of Neahkahnie in alignment with the Neahkahnie Community Plan.

The NKN CAC's scope of advisory activities includes, but is not limited to:

1. Promoting Neahkahnie community participation and engagement in planning decisions and local governance.
2. Acting as a liaison between the Neahkahnie community and Tillamook County officials, state agencies, and other stakeholders.
3. Recommending land use actions, environmental regulations and Oregon Territorial Sea actions.
4. Conducting special community studies and surveys as needed.
5. Communicating local needs and concerns to County, State and Federal decision-makers.
6. Addressing additional matters as determined by the membership.

In all activities the NKN CAC provides for and encourages community participation.

Article III: Geographic Boundaries

For purposes of these Bylaws and the NKN CAC, the term Neahkahnie shall include the area within the geographic boundaries of the Neahkahnie Water District as illustrated in Exhibit A.

Article IV: Membership

Section A: Eligibility

NKN CAC membership is open to individuals, 18 years or older, who meet at least one of the following criteria:

1. Resident: A person who lives in Neahkahnie and considers it their primary residence.
2. Property Owner: A person who has an ownership interest in real property located in Neahkahnie.

Each member is entitled to only one vote. A maximum of four memberships are permitted for each property.

Section B: Member Rights & Responsibilities

Members have the right to:

1. Attend general, special and subcommittee meetings.
2. Comment during meetings.
3. Vote when attending a general or special meeting.
4. Access NKN CAC records, including agendas, meeting summaries, meeting recordings, and bylaws, in accordance with public record laws.
5. Propose agenda items.

Members shall be responsible for:

1. Respecting other members and maintaining a civil discourse.
2. Adhering to NKN CAC policies, public meeting laws, and all applicable Tillamook County regulations that govern the establishment and operation of this Citizen Advisory Committee.

Article V: Officers

Section A: Elected Officers

The NKN CAC shall have the following elected officers, who constitute the Executive Board:

1. Chairperson
2. Vice-Chairperson
3. Secretary

Section B: Key Officer Responsibilities

1. Chairperson
 - a. Sets the agendas and leads the general, special and executive board meetings.
 - b. Represents NKN CAC in official matters.
 - c. Serves as primary liason with government agencies.
 - d. Coordinates with County staff to ensure adherence with public meeting laws.

2. Vice-Chairperson

- a. Assists the Chairperson and presides in their absence.
- b. Coordinates standing and ad hoc subcommittees.

3. Secretary

- a. Records meeting summaries.
- b. Manages official correspondence.
- c. Keeps records of NKN CAC decisions and membership lists.
- d. Coordinates with the County for all public notices.

Section C: Elections & Terms

1. Officers shall be elected by majority vote of members present at the Annual Meeting.
2. Terms shall last two years.
3. There is no limit on the number of terms any individual can serve in a role.
4. Newly elected officers shall assume their roles on July 1, aligning with the County's fiscal year.
5. Officers must be current members of NKN CAC at the time of election and throughout their term.

Section D: Vacancies & Removal

1. If an officer position is vacated, the remaining officers shall appoint an interim officer until the next general meeting.
2. If all officers resign simultaneously, a special meeting shall be called by any two members in coordination with the County. At that special meeting interim officers will be elected to serve until the next general meeting.
3. If an officer ceases to meet membership eligibility their position shall be considered vacated.
4. An officer may be removed by a two-thirds majority vote of members present at a general meeting, provided that the removal proposal is included in the meeting agenda and follows the notice requirements outlined in Article VI.

Article VI: Meetings

Section A: Meeting Frequency

1. General membership meetings shall be held quarterly (January, April, July, October).
2. The April meeting shall serve as the Annual Meeting.
3. Special meetings may be called by the Executive Board or at the request of the County.

Section B: Quorum & Voting

1. A quorum for general meetings shall consist of 10 members.
2. A quorum for the Annual Meeting shall consist of 15 members.
3. Members may attend meetings in person or via remote conferencing.
4. Decisions shall be made by majority vote of attending members.
5. Proxy voting is not permitted.

Section C: Public Meetings Compliance

All meetings shall be conducted in compliance with Oregon's Public Meetings Law (ORS 192.610-192.690) and in accordance with Robert's Rules of Order.

Article VII: Notice Requirements

1. The date, time, and location of all general meetings shall be announced at least 14 days in advance.
2. Any agenda item requiring a vote, including amendments to the bylaws or officer removal, must be included in the agenda and distributed at least 14 days before the meeting to facilitate participation.
3. Special meetings shall require at least 48 hours' notice. Special meetings must be announced to the membership via the NKN CAC's primary communication channels.

Article VIII: Subcommittees

The NKN CAC Executive Board may establish and appoint members to standing or ad hoc subcommittees. Subcommittees shall report their activities and provide their recommendations at general or special meetings.

Article IX: Conflict of Interest & Ethical Conduct

1. Members are responsible for disclosing any conflict of interest related to NKN CAC matters. These conflicts should be disclosed before discussion.
2. Each conflict shall be recorded in meeting summaries.
3. Declaration of a conflict does not revoke voting rights.
4. A conflict of interest is defined as any financial interest or personal relationship that may affect a person's ability to exercise their independent judgment on a matter before the committee or subcommittee.
5. Officers shall not use their position for personal gain.

Article X: Amendments to Bylaws

1. Proposed amendments must be submitted in writing to the Chairperson.
2. A Bylaw committee shall be established to review any requested changes. This committee shall make a recommendation to the membership.
3. Each proposed amendment shall be voted on at the next general meeting as long as notice is sent to members at least 30 days prior to the meeting.
4. Unless otherwise provided, any change shall become effective immediately upon approval of the membership.

Article XI: Adoption & Effective Date

These bylaws shall take effect immediately upon approval of the membership.

Exhibit A: NKN CAC Geographic Boundaries

