

Adopted 2/18/2009
CLOVERDALE
COMMUNITY PLANNING ADVISORY COMMITTEE
By-Laws

1. Mission Statement

The Cloverdale Community Planning Advisory Committee (CPAC) is a group of citizens organized under statewide Planning Goal 1 as an advisory body to local, state, & federal government agencies & citizens. The Cloverdale CPAC is dedicated to promoting communications between the citizens & government bodies on land use issues.

2. Activities

Activities will be determined by the membership & may include but not be limited to making recommendations to applicable government bodies on land use & territorial seas matters, the community plan and county code amendments; advocating consideration of county & community services, & conducting special community studies. In all activities, the Cloverdale CPAC shall provide a forum for discussion & encourage broad citizen participation.

3. Membership

Membership is open to all people 18 years of age or older who reside in, own property in or own or .are employed as general manager or similar position of a business with in the Cloverdale Community Growth Boundary adopted in 2002 by Tillamook County. Membership shall be established by completing the membership information sheet, available in hardcopy form from the county, at all General Membership meetings, or on-line at the county website. A copy of the By-Laws & Membership roster shall be available to each new member and shall also be posted on the county website. Membership in the Cloverdale CPAC extends full rights of participation, including the right of voting in the Cloverdale CPAC meetings. A member must sign the attendance sheet at each meeting in which the member votes.

Dues are not required for membership in the Cloverdale CPAC. Contributions to the CPAC will be encouraged. These funds will support the administrative activities of the CPAC.

4. Structure & Responsibilities

The Cloverdale Citizen Planning Advisory Committee is organized as a public body as defined by the Oregon Public Meeting Law.

The primary role of the Officers is to facilitate the achievement of the mission of the Cloverdale CPAC. The Chair, Vice-Chair, Treasurer and Secretary shall act as the Executive Board.

Officers shall serve a staggered two-year term from July 1 to June 30. At the first election of officers the Vice-Chair and Treasurer shall be elected for a one-year term.

At the second election for the Vice-Chair and Treasurer, the terms will commence for two years. No Officers of the CPAC shall receive any financial payment for their service. Officers may, with membership approval, be reimbursed for expenses incurred on behalf of the Cloverdale CPAC.

Chair

Conducts Cloverdale CPAC meetings
Is spokesperson in official capacity for the Cloverdale CPAC.
Coordinates Officers' actions.
Selects representatives to attend meetings and hearings.
Coordinates activities of all standing committees.
Sets the Agenda items, in consultation with the Officers.

Vice-Chair

Serves as Chair in the absence of the Chair.
Assists the Chair at the Chair's request.
Leads activities of Nominating Committee.

Secretary

Records minutes of the meetings.
Makes copies of all meeting minutes available to all members within three weeks of the last meeting.
Maintains public records of the Cloverdale CPAC, including but not limited to:
 Meeting attendance
 Roster
 Minutes of the meetings
 General history of the Cloverdale CPAC
 Files
 Maps
 By-Laws
 And other related public documents
Maintains list of all committees and members
Relays incoming mail to the appropriate officer or committee chairperson
Prepares agenda for distribution and mailings
Sends out all agendas and mailings via email, or postal mail, and through the County website.
Posts notices on the website, if and when it is up and running, and at a minimum of three prominent locations in the District.
Presents slate of candidates at balloting.

Treasurer

Receives and deposits funds of the Cloverdale CPAC in a timely manner in accordance with Officers' directions.
Appropriate expenses may be submitted for reimbursement to the Treasurer who will present them for Executive Board approval up to \$500.00 and any expenditure over \$500.00 shall be brought before the General Membership for approval.

Prepares Accounts Payable for approval at scheduled meetings.
Maintains Financial Records and reports at scheduled meetings.
Ensures that two Officers follow requirement to sign all Cloverdale CPAC checks.
Prepares annual budget for approval by members at the Annual Meeting.
Presents an annual financial report.

Executive Board

Appoints standing or special committees.
Authorizes expenditures up to \$500.00.
Serves as base for Committee on Land Use Issues.

Committees

Standing Committees or Special Committees shall be established as deemed necessary by the Membership. Membership on these committees will be appointed by the Executive Board. Standing Committees will have ongoing responsibilities. Special or Ad Hoc Committees shall be formed to conduct specific tasks.

All committees will have a minimum of 3 members. All committee members serve a term of one year but that term can be extended with the approval of the Executive Board.

A standing committee designated as the Land Use Committee will be established for the purpose of review and discussion of any proposals or community issues related to land use. The Executive Board will serve as a base for the Committee on Land Use issues. Additional members shall be appointed from the membership to assure representation for the full range of constituencies in the community

A standing committee designated as the Nominating Committee will be established for the purpose of seeking nominees to the Executive Board. Activities of this committee will be lead by the Vice-Chair of the Executive Board.

The purpose of any additional committees shall be articulated at their inception.

Every effort shall be made to assure that membership in each committee represents the various constituencies of the community.

Committee members will be recommended by the Chair and voted on by the Cloverdale CPAC general membership.

Committees will provide recommendations to the CPAC for discussion and voting as necessary at general membership meetings.

5. Quorum

Subject to these By-Laws, for regularly scheduled and special meetings a minimum of 5 members must be present to constitute a quorum to conduct a meeting and take action.

6. Meetings

All meetings shall be open to the public and be governed by the Oregon Public Meeting Law, these Cloverdale CPAC By-Laws, and Roberts Rules of Order as appropriate.

A sign-in sheet reflecting members and other people in attendance will be available at the door at the beginning of each meeting. Membership registration forms will be available at each meeting.

General Membership meetings will be held on the Third Wednesday of every month at 7 p.m. in a place to be determined by the Chair & limited to 2 hours unless extended by the majority of members present. The June meeting shall be the Annual Meeting for the election of Officers. Appointment of standing committee members will be at the next General Membership meeting. Meeting notices shall be posted 7 days in advance of the meeting date on the county website and in at least three prominent locations within the Cloverdale Boundary.

The Chair may call additional meetings due to special circumstances. Every effort will be made to provide as much notice as possible but a minimum two-day notice shall be given as to the date, time and place of the meeting.

7. Conflict of Interest

At the beginning of discussion of each action item the members and Officers will be asked to declare any conflicts of interest that may exist relative to that issue. If a member or Officer votes or proposes a position on a proposition in which the member or Officer has a direct special or financial interest, the member or Officer is obligated to disclose the existence of such interest to the membership. This information shall be made part of the record by the Secretary.

8. Elections

Election of officers shall be held during the 1st meeting of the Cloverdale CPAC and thereafter at the Annual Membership in June.

Nominations shall be opened by the Chair at the General Meeting immediately prior to the June meeting. Any willing member of the Cloverdale CPAC shall be eligible to be nominated for office. Anyone can nominate himself or herself for an office.

Nomination shall be forwarded to the Nominations Committee at least seven (7) days prior to the June meeting to prepare a slate for the elections. Nominations will also be accepted from the floor.

The Secretary shall present the slate of candidates at the balloting.

Voting shall be done by written ballot for the offices of Chair, Vice-Chair, Treasurer, and Secretary; balloting shall be subject to the requirements of the Oregon Public Meeting Law. The winner shall be the candidate who receives a majority of the votes. In case of a tie between the two top vote getters or a failure of any candidate to receive a majority of the votes cast, a runoff shall be conducted at the June meeting between the top two vote getters.

Newly elected Officers shall assume office July 1.

Vacancies shall be filled by a vote of the General Membership at the next general meeting to complete the unexpired term of the officer being replaced.

9. Voting

Any member in attendance may present motions for a vote by the membership. Each motion shall be seconded before a vote will be taken. Voting shall be by a show of hands. All votes will be decided by a simple majority of members in attendance. A member must have signed the attendance sheet for each meeting in which the member votes. Any member or Officer may request a roll call vote. Roll call votes shall be made part of the record by the Secretary.

Results of any vote forwarded to the Tillamook County Planning Commission in the form of a recommendation or to other interested parties, will clearly identify the number of people in attendance at the meeting, stating the number of members voting Aye, Nay, or Abstaining.

Minority viewpoints shall be made part of the record by the Secretary. Members may also submit their minority positions in writing in a timely manner to the Chair and Secretary. The Secretary shall include all verbal and written minority viewpoints in the record and in any Cloverdale CPAC report.

10. Communications

Written comments and agenda items for General Membership meetings shall be submitted to the Chair two weeks prior to the General Membership Meeting. Agenda items for future meetings may also be offered during the public input segment of a meeting.

Email shall be the preferred method of communication. Minutes of all meetings shall be made available to all members within 3 weeks of the last meeting.

Notices for Committee and Executive Board meetings will be posted in 3 prominent places within the Cloverdale Boundary and on the county website. The notices shall be posted 7 days in advance of the meeting date.

All known meetings or hearings affecting the Cloverdale CPAC area of responsibility will be announced at regular or special meetings

11. Revision of Bylaws

A change to existing by-laws may be proposed in writing at any time to the Chair. A proposed change will be reviewed by the Executive Board and reported to the CPAC at the next general meeting with a recommendation. Any changes to the by-laws shall be voted on at the next General Membership meeting provided that written notice of the proposed changes have been distributed (by email or mail) to all registered members at least 30 days prior to the meeting. Said change will become effective immediately upon the recording of a simple majority vote in favor of the proposal at the meeting.