

NETARTS CITIZEN ADVISORY COMMITTEE BYLAWS

AUGUST 13, 2025

REVISED OCTOBER 21, 2025

ADOPTED OCTOBER 25, 2025

PURPOSE

The Netarts Citizen Advisory Committee is a group of community members united by geographic location and organized as an advisory body for effective citizen involvement in the planning and development of matters affecting the quality of life and the livability of the community. The Netarts Citizen Advisory Committee (CAC) provides a forum for the members to have a voice in the planning and development of our community.

OBJECTIVE

The Statewide Planning Goal #1 is Citizen Involvement. It calls for each city and county to develop a citizen involvement program that ensures the opportunity for all community members to be involved in all phases of the planning process. (Adopted by the State Land Conservation and Development Commission on 12/27/1974 to be implemented on 01/01/1975; amended in 02/17/1988, effective 03/31/1988.)

The Netarts CAC will provide an opportunity for all community members to be involved in all phases of the planning process consistent with the Tillamook County Comprehensive Plan; Goal #1-Planning Process.

The Netarts CAC will review and make recommendations on proposed land use actions and other matters at the request of the County based on applicable criteria, the vision and values outlined in the Netarts Community Plan , the Netarts community surveys from Spring of 2024 and in conjunction with current Community input at general meetings.

PUBLIC MEETING 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.

ACTIVITIES

Activities will be determined by the membership and may include but not be limited to advising the County on various proposed land use actions,

community plan and development code amendments, consideration of County services, and special community projects when called upon by the County. In all activities the Netarts CAC shall provide for and encourage increased community member participation. A copy of the BYLAWS shall be available on the Tillamook County Department of Community Development website. The secretary shall keep an updated copy of the bylaws at each meeting.

MEMBERSHIP

Membership is open to all people at least 18 years old who reside in, own property in, are a business owner or operator within the Netarts Community Growth Boundary. This Boundary extends from Fall Creek as the northern end to the north entrance to Cape Lookout State park as the southern end. There are no dues for membership. Members are encouraged to sign in at meetings and provide an email address for notification of meetings, land use updates, etc. from the CAC. Membership in the CAC provides opportunities to serve on committees, volunteer and vote on measures before the CAC.

A member must have signed the attendance sheet for each meeting in which the members vote.

STRUCURE & RESPONSIBILITIES

Officers shall serve a staggered two-year term from November 1 to October 31. At the first election of officers, the Vice-Chair and Treasurer shall be elected for a one-year term. At the second election year the Vice-Chair and Treasurer, the terms will commence for two years. No officer of the Executive Board shall receive any financial payment for their services. The Executive Board is defined as Chair, Vice-Chair, Treasurer, and Secretary.

CHAIR

1. Conducts general meetings and officer's meetings
2. Is spokesperson in official capacity for the association or designates a spokesperson in their absence.
3. Coordinates Officer's actions.
4. Selects representatives to attend meetings that are relevant to the CAC and community (ie: Planning Commission and Board of County Commissioner hearings) when necessary.
5. Coordinates committees.
6. Sets the Agenda items.

VICE-CHAIR

1. Serves as Chair in the absence of the Chair.
2. Assists the Chair at the Chair's request

SECRETARY

1. Records minutes of the meetings and voting results.
2. Keeps membership records.
3. Keeps ongoing list of all committees
4. Prepares official correspondence or delegates that responsibility.
5. Relays incoming email from the CAC electronic mail address to the appropriate officer or committee chairperson.
6. Prepares email communications to membership
7. Keeps a current copy of the Bylaws at each meeting.

TREASURER

1. Prepares annual budget for approval developed with Community Development Director by Members at annual meeting.
2. Presents an audited Financial report if necessary.

COMMITTEES

1. Committees will be established as needed by the membership. Purpose and timeline will be established at time of formation. Committees shall include but not be limited to Land Use Review committee, a Bylaws committee, and a Nomination Committee. Committees shall be composed of a minimum of 5 members. They will prepare reports for the general membership with recommended actions to be taken. Committee members will be appointed by the Chair as needed.
2. The Goal of the committees is to represent the various stakeholders/constituencies of the Netarts community.
3. Specifically, the Committee designated to propose recommendations to the County on land use matters will include the Executive Board and may include one representative from each of the following areas of concern: Commercial Activities, Short term Rentals, Resident Owners, Non-resident Owners, Non- Owner Resident, Environmental Issues, Development/Construction, one member at large (up to a maximum of 12 members). The Chair will solicit and appoint volunteers to serve on the committee who are representative of the various areas of concern.

MEETINGS

General Membership meetings will be held on the 4th Saturday of the month. They may be monthly or as needed. The October meeting will be the Annual Meeting for the Election of Officers.

The Chair may call an emergency meeting for a time-sensitive matter (such as a ballot measure a land use application under review or the County's short term rental ordinance). Every effort will be made to provide as much notice as possible, but a minimum two-day notice must be given to members who have provided email contact information to the Secretary.

Notice of all meetings stating: date, time and place and reason for meeting shall be posted on the Tillamook County Department of Community Development website at the Netarts Fire Hall, Netarts Post Office, the General Store, and the Netarts Community Center.

All meetings shall either be held solely via electronic meeting (video conferencing) or hybrid (electronic and in person), as determined by the Chairperson or the Executive Board, or the Subcommittee Chairperson, as appropriate.

Hybrid meetings shall provide real-time discussion among members attending electronically and in person.

ELECTIONS

Elections shall be held for all Officers during the October Annual General Membership Meeting. Nominations shall be opened by declaration of the Chair at the meeting prior to October. Any willing members of the CAC shall be eligible to be nominated for office. Nominations may be sent via email to the Secretary up to three days prior to the Annual (CAC) meeting. Nominations will be accepted from the floor. Anyone may nominate themselves for an office. The Secretary will read the list of nominees at balloting.

The votes shall be collected and tabulated by two members (not themselves nominated) at the meeting. The winner will be the nominee receiving the majority of votes. In the case of a tie, there will be a runoff vote conducted between the tied nominees. Newly elected officers will assume office on November 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.

QUORUM

Quorum can be median attendance at the past year's General meetings (NO1-OC31) but no less than the smallest number of attendees any of those meetings. This Quorum can be established at the annual general meeting.

Members may attend meetings in person or via remote conferencing.

MOTIONS & VOTING

Members attending meetings may present motions, motions must be seconded before discussion occurs. Voting on motions shall be by a show of hands and decided by a majority of members present provided the quorum requirement has been met. Members must sign in to be eligible to vote.

Those attending via video conferencing shall register their vote via electronic polling or a roll-call vote by a show of hands. When an electronic device is shared for meeting participation of more than one member, the camera must be turned on at the time of voting to confirm the vote by a show of hands.

Members calling into a meeting must state their name and state their vote when called upon by the Chair during the voting process.

Proxy voting is not permitted.

Decisions shall be made by majority vote of attending members present providing the quorum requirement has been met. The Secretary shall make a permanent record of the summary outcome of any vote.

Votes in the Executive Board and subcommittee meetings shall be decided either by consensus or by the majority of the members of that body. All other voting rules apply.

Minority positions shall be included in the record and in any CAC report.

Members may also submit to the CAC their minority positions in writing within one week after the meeting at which a vote has been taken. One or more representatives of minority position(s) may be designated in the meeting to write a minority report. When a report to another agency or entity is due in a period shorter than one week, the time for inclusion of the minority submission is the day before that due date.

CONFLICT OF INTEREST

Prior to the start of each meeting, the members and officers will be asked to declare any conflicts of interest that may exist regarding agenda items to be discussed at the meeting. If any Member votes or proposes a position

on an item before the assembly which the Member has a direct special or financial interest, the member is obligated to disclose the existence of such interest to the membership. The Member may excuse themselves from voting. This information will be made part of the record by the Secretary.

COMMUNICATIONS

Written Comment or Agenda items will be taken into consideration if received via email the Wednesday before the Meeting. "Minutes of the meetings" is defined as the recorded record and is available on the Tillamook County Department of Community Development website. All known meetings or hearings affecting the CAC will be announced at regular or special meetings for the community .

Periodic community surveys will be taken when deemed necessary by the membership or officers. Surveys will be prepared by Committee and approved by the Executive Board for distribution via email. Results of the survey will be shared with members at the General Meeting.

BYLAW REVISION

All proposed changes to the Bylaws shall be forwarded to a Bylaws Committee for consideration. The committee will review and report back to the membership on any proposed changes with a recommendation. Changes will be voted on at next general meeting with changes sent via email 30 days prior to the meeting. Said change would become effective immediately upon a passing vote.