

DRAFT

NETARTS CITIZEN PLANNING ADVISORY COMMITTEE BYLAWS May 18, 2006

PURPOSE

The Netarts Citizen Planning Advisory Committee is a group of citizens 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 livability of the community. The Netarts CPAC provides a forum for the community to have a voice in the planning and development of our community.

OBJECTIVE

The Statewide Planning Goal 1 -- Citizen Involvement -- calls for each city and county to develop a citizen involvement program that ensures the opportunity for all citizens to be involved in all phases of the planning process. (Adopted by the State Land Conservation and Development Commission on Dec. 27, 1974, effective Jan. 1, 1975; amended on February 17, 1988, effective March 31, 1988.)

The Netarts CPAC will provide an opportunity for all citizens to be involved in all phases of the planning process consistent with the Tillamook County Comprehensive Plan, Goal 1, Planning Process.

The Netarts CPAC will review and recommend updates to the Netarts Vision and Community Plan as necessary. The Netarts CPAC will make recommendations on land use actions based upon the Netarts Vision and Community Plan.

ACTIVITIES

Activities will be determined by the membership and may include but not be limited to land use actions, community plan and development code amendments, consideration of county services, and special community studies. In all activities the Netarts CPAC shall provide for and encourage increased citizen participation. To that end, a copy of the bylaws shall be available upon request. The bylaws will be made available at a minimum on the Tillamook County website and current copies will be kept at the local library. In addition, 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, or are a business owner or operator within the Netarts Community Growth Boundary. The area of influence will include the area located within the Netarts-Oceanside Fire Protection and extend to the northern boundary of the Cape Lookout State Park. Membership shall be accomplished by completing the

membership information sheet. A copy of the Bylaws and membership roster shall be available to each new member.

Membership in the CPAC provides the opportunity to serve on committees, participate in general membership meetings, vote on any measure before the CPAC, and participate in any other activities the CPAC chooses to initiate.

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

STRUCTURE & 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 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 services.

An Executive Committee will be defined as the Chair, Vice-Chair, Secretary and Treasurer.

Chair

1. Conducts General Membership meetings and officers meetings.
2. Is Spokesperson in official capacity for the association or designates a spokesperson in their absence.
3. Coordinates Officers' actions.
4. Selects representatives to attend meetings that pertain concerns relevant to the CPAC and Planning Commission and Board of 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 meetings.
2. Keeps membership records.
3. Keeps ongoing list of all committees.
4. Prepares official correspondence or delegates that responsibility.
5. Relays incoming mail to the appropriate officer or committee chairperson.
6. Prepares agenda and mailings.
7. Keep a current copy of the bylaws at each meeting.

Treasurer

1. Receives and deposits funds of the CPAC in a timely manner in accordance with Officers' directions.
2. Prepares Accounts Payable for approval at the monthly meeting.
3. Maintains Financial Records and reports monthly at General Membership meeting.
4. Assures that two Officers follow requirement to sign all CPAC Checks.
5. Prepares annual budget for approval by members at the Annual Meeting.
6. Presents an audited annual financial report if necessary.

Historian - appointed by the president

1. Keeps the Netarts CPAC's files, maps and bylaws
2. Maintain archives and general history of the Netarts CPAC.

COMMITTEES

Committees will be established as needed by the membership. Purpose and time will be established at time of formation.

Committees shall include but not be limited to a Land Use Review committee, a By-Laws committee, and a Nominations Committee.

All committees will represent the various stakeholders/constituencies of the Netarts community with the diverse thinking that typifies our community. They will provide recommendations regarding land use and related issues to the Netarts CPAC for community action at the General Meetings. Specifically, the Committee designated to address land use issues 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; and 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

All other committees will be composed of a minimum of five (5) members. The committees will prepare reports to the general membership with recommended actions to be taken. Committee members will be appointed by the president as needed.

AREA OF INFLUENCE

The CPAC shall include those lands and waters within the Netarts-Oceanside Fire Protection District and extending to the northern boundary of Cape Lookout State Park. A map of the Area of Influence and Community Growth Boundaries will be available.

MEETINGS

All meetings shall be open to the public and be governed by Robert's Rules of Order (current edition). All meetings are subject to the Oregon Public Meetings Law and the Oregon Public Records Law as they pertain to advisory committee to a governing body.

General Membership meetings will be held on the 2nd Saturday (**recommended**) of every month, or as needed. The October meeting shall be the Annual Meeting for the election of Officers.

The Chair may call an emergency meeting for time pressing matters. Every effort will be made to provide as much notice as possible but a minimum two-day notice must be given to all registered members as to the date, time and place of the meeting. All actions taken at such meetings must be ratified by the membership at the next regular monthly meeting. Notice of all meetings, stating date, time, place, and reason for the meeting shall be posted to the County website, at the Netarts Fire Hall, the Netarts Post Office, and both general stores. Attempts will be made to place notices in the Headlight Herald and on the radio stations.

ELECTIONS

Elections shall be held for all Officers during the October Annual General Membership meeting. A Nominations Committee will be appointed by the Chair. Nominations shall be opened by declaration of the President at the General Membership meeting immediately prior to the Annual Meeting. Any willing member of the CPAC shall be eligible to be nominated for office. Anyone may nominate himself or herself for office.

Nominations shall be forwarded to the Nominations Committee up to three days prior to the Annual Meeting to prepare a slate for the elections. Nominations will also be accepted from the floor.

The Secretary shall read the list of nominees at balloting.

Separate balloting shall be held for the offices of President, Vice President, Treasurer and Secretary. Voting shall be done by secret ballot. The votes shall be collected by the Nominations Committee and tabulated at the Annual Meeting by a member of the Nominations Committee and one at large member. Neither individual collecting and tabulating the ballots shall be candidates for a position. The winner shall be the nominee receiving a majority of the votes. In case of a tie between the two top vote getters or a failure of any nominee to receive a majority of the votes cast, a run-off shall be conducted between the two top vote getters.

Newly elected Officers shall 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 (FOR ADDITIONAL DISCUSSION AT THE COMMUNITY MEETING)

Quorums can be:

- 1) the median attendance at the past organization-year's meetings (November 1 to October 31) but no less than the smallest number of attendees at any of those meetings, and is determined at the annual meeting.
- 2) A set number must be in attendance
- 3) Simple Majority of the full membership
- 4) 2/3 Majority of the full membership
- 5) Members in attendance

These are a few of the more common means to determine a quorum.

CONFLICT OF INTEREST

Prior to the start of each meeting, the officers will be asked to declare any conflicts of interest that may exist regarding agenda items to be discussed at that meeting. If any Member votes or proposes a position on a proposition in 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 the voting. This information shall be made part of the record by the Secretary.

COMMUNICATIONS

Written comments and agenda items will be taken into consideration if received by the President by the Wednesday prior to the meeting. Minutes of all meetings shall be distributed to desiring members at least 10 days prior to the next meeting.

All known meetings or hearings affecting the CPAC will be announced at regular or special meetings.

Periodic community surveys will be taken when deemed necessary by the membership or officers to verify the attitude of the community at large. Surveys will be prepared by a Committee at the direction of the CPAC and approved by the CPAC for distribution. The surveys will be distributed to all members of the CPAC. Results of surveys will be shared with members at the regular or special meetings, distributed to registered members with minutes and posted in a public location.

MOTIONS

Members attending meetings may present motions; motions must be seconded before discussions may occur.

VOTING

CPAC actions shall be by majority vote of the members present **(or whichever voting process the community chooses)**, providing the quorum requirement has been met. Voting shall be by a show of hands except in the election of officers.

Minority opposition to a position taken by the CPAC is encouraged to state its minority position in writing in a timely manner to the President, who shall include that position in any CPAC report. Minutes taken at the meeting shall reflect all perspectives shared on the issue at hand.

BYLAW REVISION

A change to existing by-laws may be proposed in writing at any time to the President. All proposed changes in the by-laws will be forwarded to the By-Laws Committee for consideration. The By-Laws Committee will review and report back to the Association on any proposed by-law changes with a recommendation. Any changes shall be voted on at the next meeting provided that written notice of the changes have been distributed to all registered members 30 days prior to the meeting. Said change will become effective immediately upon the recording of a simple majority in favor **(or whichever voting process the community chooses)** of the proposal at the meeting.

DUES

Dues are not a requirement for membership or voting in CPAC matters. Contributions will always be encouraged. Contributions and fund raising activities will be used to offset the cost of the CPAC.

DRAFT