

# Ladd Hill Community Planning Organization Bylaws

(Updated 2/25/96)

## ARTICLE I

Name: Ladd Hill Community Planning Organization (LHCPO)

## ARTICLE II

- Purpose:
- A. To bring together persons who share a common concern for the community's interest and environment.
  - B. To inform citizens in the community through public meetings on proposed developments or changes in land use that might affect the area, and to provide an opportunity for citizen input.
  - C. To organize the citizens in the area to establish their own priorities for land use.
  - D. To provide the community with a vehicle for establishing an organized two-way communications channel with public agencies and governmental organizations.
  - E. To aid the community in preserving and enhancing the existing natural environment.
  - F. To advise the County on traffic, law enforcement and other concerns and to suggest solutions.

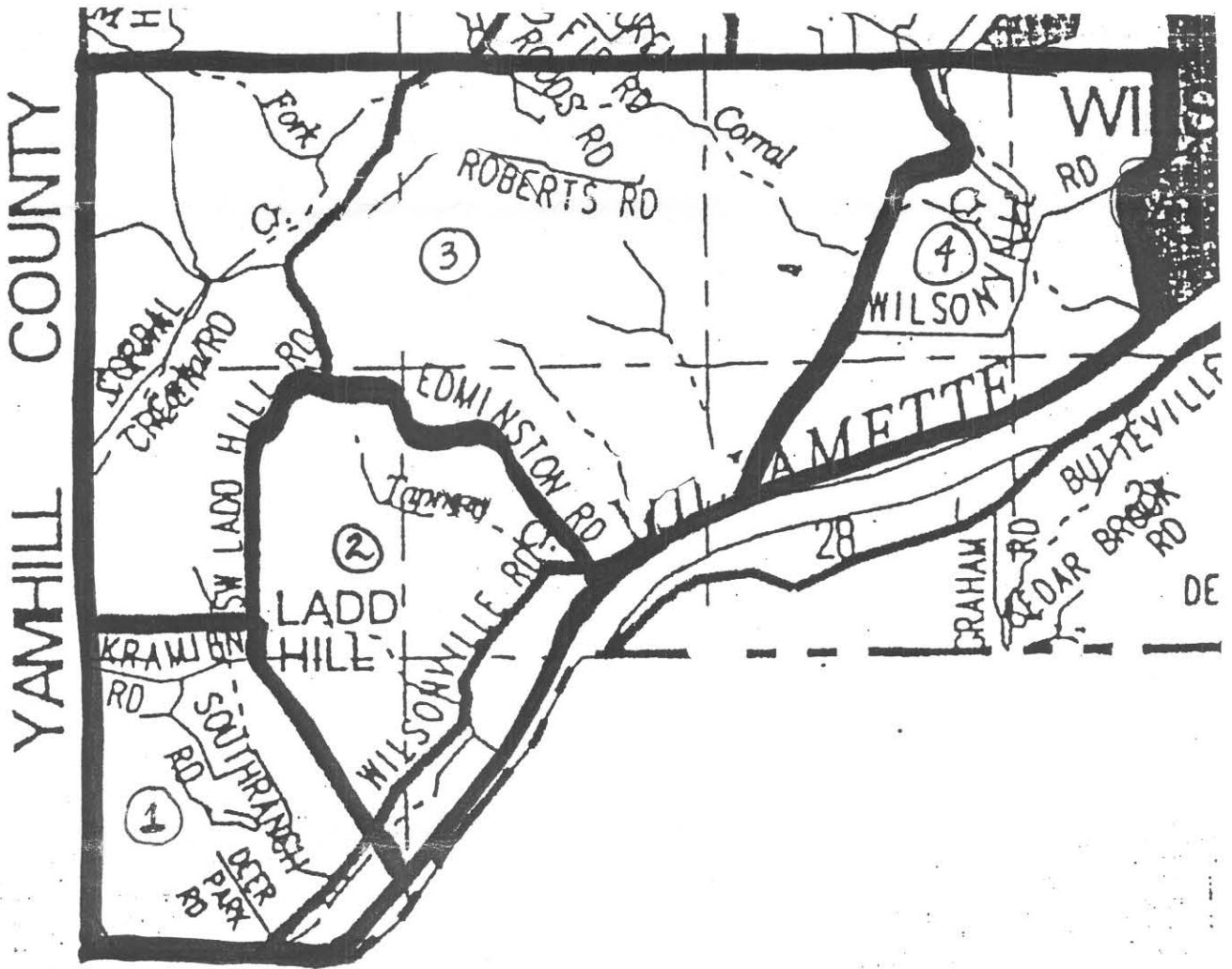
## ARTICLE III

- Membership: A member must be:
- A. A resident of the boundary area; or
  - B. Property owner within the boundary area; or
  - C. The one designated representative of a business, corporation, or trust within the boundary area.

## ARTICLE IV

Boundary Area: See Map, Exhibit "A" Attached.

EXHIBIT "A"  
LADD HILL CPO BOUNDARY MAP



Note: Areas ①, ②, ③, ④, indicate geographic boundary areas for the four Area Representatives.

## ARTICLE V

Board of Directors: The Board of Directors shall consist of four elected officers and four elected area representatives, all members of the organization, as follows:

- A. Director: Presides at all meetings. May represent the community in all conferences or activities involving intra-organizational planning and coordinating. The Director shall have the discretion to delegate his/her duties and the duties of other Board members on an as needed basis.
- B. Assistant Director: Assumes the duties of the Director during the absence of the Director. Works with the Director and other members of the organization on intra-organizational planning and coordinating. Shall direct activities of all committees and see to it that the organizational actions are carried out.
- C. Treasurer: Will serve as treasurer, as needed, by recording funds, if any, and reporting same to organization.
- D. Secretary: Keeps minutes and attendance records of all membership and committee meetings. Keeps a file of all correspondence and records available for public inspection and review in compliance with state statutes regarding public access.
- E. Area Representatives: Four members who shall represent geographic areas within the boundaries of the organization, as shown on Exhibit "A". An Area Representative shall live or work in the geographic area he/she represents.

## ARTICLE VI

Term of Office: Except for Board elected at the organizational meeting, all terms of office shall be for one year, with elections held each October.

## ARTICLE VII

- Voting:
- I. To Vote in any election or on any item, a member must:
    - A. Comply with the membership qualifications of article III;
    - B. Be of legal voting age;
    - C. Have registered at one previous meeting during the past twelve months.
  - II. D. Action of the LHCPO, except for Board elections, shall be by a majority vote of voting membership present at any regular or special meeting for which proper public notice is given and at which a quorum is present. The results of the voting shall be reported numerically and become a part of the minutes.

- E. A member may vote by written proxy if he/she cannot attend a regular meeting at which a vote takes place; however, the member must have attended a previous meeting at which the voting issue was discussed and entered in to the minutes. Voting by proxy should be the exception, reserved only for the occasion when a member is out of town, has a business conflict, illness or similar situations.
- III. F. In cases where response deadlines preclude action at a regular meeting, the Board may take action. Action shall be taken at a public meeting of the Board with proper notice, reasonably given to all interested parties. Any action of the Board may be overturned by a majority vote of the membership, as long as a quorum is present.

#### ARTICLE VIII

Quorum: Membership meeting quorum shall consist of eleven voting members, of which two are Officers.

#### ARTICLE IX

Elections: Board of Directors shall be elected at the first organizational meeting, and in October of each year thereafter by secret ballot with a majority vote of the voting membership. The elected Board will take office the following month.

#### ARTICLE X

- Meetings: A. Meetings will be conducted in a businesslike manner and according to modified parliamentary procedures.
- B. Minutes shall be kept and will be available for inspection with reasonable notice given to the Secretary at .25 cents a copy per page. A copy of the minutes from each regular meeting will be posted at the S.M.A.R.T. transit building in Wilsonville, which is open during regular business hours.
- C. Regular meetings will be scheduled for the second Thursday of each month unless otherwise advised.
- D. Director will notify the local newspaper (The Spokesman) or give other appropriate notice in advance of all meetings.
- E. A special meeting is one that is scheduled at a different time than the regular meeting.

#### ARTICLE XI

Vacancies: Vacancies on the Board shall be filled by appointment, by a majority vote of the Board of Directors and ratification of the general membership until the next regular election.

## ARTICLE XII

### Amendment Procedures:

Bylaws may be amended by a two-thirds majority vote of the membership at a regular meeting at which a quorum is present, provided:

- A. That the proposed amendment has been read and approved by a majority of the members at a previous regular meeting; and
- B. That the proposed amendment has been published in the minutes of that previous meeting.
- C. Public notice of a vote on a Bylaw Amendment shall be given prior to the meeting at which the vote will be held.