

CONSTITUTION AND BY-LAWSSTAFFORD-LOWER TUALATIN VALLEY COMMUNITY PLANNING ORGANIZATIONI. NAME

**Stafford-Lower Tualatin Valley C.P.O.**

A non-profit organization, with no dues required.

II. PURPOSE

- A. To bring together persons sharing a common concern for the neighborhood's interests and environment.
- B. Through public meetings, to inform citizens in the community on all proposed developments or changes in land-use that could affect the area.
- C. To organize the citizens in the area to establish their own policies for desirable land use such as zoning, conditional use permits, agricultural, residential and/or industrial and commercial development.
- D. To aid the community in preserving and enhancing the existing natural environment.
- E. To provide a vehicle for communication with public and governmental agencies on matters of concern to the community.

III. MEMBERSHIP AND BOUNDARIES OF AREA

A member must be a property owner of or resident in the area of the Lower Tualatin Valley in Clackamas County (i.e., north of the divide between the Willamette and Tualatin Rivers and the area of Far-West Clackamas County C.P.O., east of the City of Tualatin, south of the City of Rivergrove and the City of Lake Oswego, and west of the City of West Linn) or a designated representative of a business, corporation or trust within the area.

IV. VOTING

To vote in any election or on any item, a member must qualify as a member as in Art. III, be of legal voting age (state), have had one regular member of the household registered at one previous meeting during the past 12 months (meeting register to be checked), and be a registered member on the meeting rolls of the organization. There shall be only one vote per household, business or trust in the area.

V. QUORUM

Meetings of the membership shall require a quorum consisting of seven voting members, including two officers.

VI. ELECTIONS

Officers shall be elected at the first organizational meeting and in February of each year thereafter.

## By-Laws(cont'd)

VII. MEETINGS

Regular meetings will be held monthly as deemed needed by the officers, or requested by members, to conduct the CPO business, with a minimum of two meetings per year. Such meetings will be advertised in the Public Meeting Notices of the West Linn Tidings and/or other local papers, and by phone on occasion. Locations will be available in West Linn School District sites, or the Administration Building.

VIII. BOARD OF DIRECTORS - consisting of (4) elected officers and at least (4) elected Board Members, all members of the organization as follows:

- A. President - who presides at all meetings, and may represent the association at all conferences involving organizational planning and coordination.
- B. Vice President - who will perform the duties of the president in his/her absence, and otherwise aid in organizational activities.
- C. Secretary - who will keep minutes and attendance records of all meetings, keep a file of all association correspondence and records for public inspections.
- D. Treasurer - who will serve as needed by recording funds, if any, of the association.
- E. The term of office of each officer will be for one year.

IX. FINANCIAL OBLIGATIONS

No member shall obligate the organization for any expense not authorized by a majority vote at a quorum meeting.

X. AMENDMENTS

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

XI. ACTION OF THE CPO

Action of the CPO shall be by a majority vote of the membership present at any regular or special meeting at which a quorum is present. The results of the voting shall be reported numerically and become part of the minutes.

In cases where deadlines preclude action of a regular or special meeting, the CPO may delegate responsibility for taking action to an officer, provided that the officer's action is ratified by the membership of the CPO or a majority of the CPO officers within 30 days.