

**PACIFIC CITY – WOODS**  
**COMMUNITY PLANNING ADVISORY COMMITTEE**

**BY-LAWS**

**Purpose**

The Pacific City-Woods Community Planning Advisory Committee (PC/W CPAC) is organized to satisfy the statewide Land Use Goal Number 1 – Citizen Involvement. Goal #1 calls for each city and county to develop a citizen involvement program that insures 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 December 27, 1974, effective January 1, 1975; amended on February 17, 1988, effective March 31, 1988.)

**Activities**

Activities will be determined by the membership and may include but will not be limited to land use actions, community plan and development code amendments, consideration of county and community services, and special community studies. In all activities the PC/W CPAC shall provide a forum for discussion and encourage broad citizen participation.

**Membership**

Membership is open to all people 18 years of age and older who reside in, own property in, or own or operate a business within the Pacific City – Woods Unincorporated Community Growth Boundary as delineated in the Pacific City Woods Community Plan adopted by Tillamook County in 1999.

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

**Structure & Responsibilities**

Each Office is for a one year period beginning at the Annual Membership Meeting in August. No officer shall receive any financial payment during their tenure. With the approval of the Executive Board, they may be reimbursed for appropriate expenses. The Chair, the Chair-Elect, the Past-Chair, Secretary and the Treasurer shall act as an Executive Board.

**Officers and Duties:**

- Chair
  - Conducts general membership and Executive Board meetings.
  - Acts as spokesperson in official capacity.
  - Coordinates Executive Board actions.
  - Selects representatives to attend NON-CPAC meetings and hearings.
  - Coordinates committees.
  - Sets the agenda for general membership meetings.
  - Assumes office of Past-Chair in the following year.
- Chair-Elect
  - Serves as Chair in the absence of the Chair.
  - Assists the Chair as needed.

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Assumes office of Chair in the following year.

Past-Chair Conducts elections.  
Recruits candidates for the Executive Board from the membership who reflect the community as a whole.  
Keeps the historic CPAC files, maps and bylaws.  
Maintain archives and general history of the CPAC.

Secretary Records minutes of the meetings.  
Keeps membership records.  
Keeps ongoing list of all committees and committee reports.  
Prepares official correspondence at the request of the Chair or delegates that responsibility.  
Relays incoming mail to the appropriate officer or committee chairperson.  
Prepares agenda and other mailings.

Treasurer Receives and deposits funds of the CPAC in a timely manner and in accordance with the Officers' directions.  
Prepares accounts payable/receivable for approval at members' monthly meeting.  
Maintains financial records and prepares a financial statement for distribution at the August General Membership meeting.  
Assures that two officers' sign all CPAC checks.  
Presents an annual financial report.  
Receives reimbursement requests with appropriate receipts from Officers and committee persons for Executive Board approval.  
Prepares reports at the request of the Chair.

Vacancies on the Executive Board will be filled immediately on an interim basis by appointment of the Executive Board. The appointee will serve until the next general membership meeting, at which point the appointment will be proposed for ratification by the membership. If not ratified the Executive Board will make an alternate interim appointment. The vacancy will be filled on a permanent basis according to the process outlined for election of officers.

## **Election of officers**

Election of officers shall be held during the first meeting of the PC/W CPAC, and thereafter at the Annual Membership Meeting in August. Officers will serve a one year term. In preparation for the Annual Membership Meeting, which will be held on a Saturday, the Past-Chair will coordinate the activities of the Nominating Committee which will actively seek out nominations and nominees throughout the year from all who reside within the PC/W CPAC Area of Influence. The Past-Chair will make the best effort possible to seek the widest diversity of candidates reflecting the makeup of the community.

Election notices shall be posted in prominent locations in the community beginning June 1 of each year. The closing date for nominations shall be prominently noted.

All members of the community meeting the membership criteria may be nominated and all members may nominate themselves.

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1 Nominations should be sent to the Past-Chair a minimum of two weeks prior to the August annual general  
2 meeting.

3  
4 The Past-Chair shall prepare a ballot with all nominations for the positions of Chair-Elect, Secretary, and  
5 Treasurer (the Chair-Elect will automatically become the Chair and the Chair will automatically become the  
6 Past-Chair.)

7  
8 Written ballots will be cast at the August general membership meeting. After an appropriate recess, the Past-  
9 Chair shall announce the new Executive Board membership. Successful candidates will take office  
10 immediately upon that announcement.

### 11 **Committees**

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13  
14 Standing Committees or Special Committees shall be established as deemed necessary by the Executive Board.  
15 Standing committees will have ongoing responsibilities. Special or Ad Hoc Committees shall be formed to  
16 conduct specific tasks. Membership on these committees will be appointed by the Executive Board, with  
17 consideration of the issues and incorporating a balance of perspectives.

18  
19 All committees will have a minimum of 5 members. All committee members serve a term of one year but that  
20 term can be extended with the approval of the Executive Board.

21  
22 A standing committee designated as the Land Use Committee will be established for the purpose of review and  
23 discussion of any proposals or community issues related to land use. The Executive Board will serve as a base  
24 for the Committee on Land Use issues. Additional members shall be appointed from the membership to assure  
25 representation of the full range of constituencies in the community.

26  
27 A standing committee designated as the Nominating Committee will be established for the purpose of seeking  
28 nominees to the Executive Board. Activities of this committee will be lead by the Past Chair of the Executive  
29 Board.

30  
31 The purpose of any additional committees shall be articulated at their inception.

32  
33 Every effort shall be made to assure that membership in each committee represents the various constituencies of  
34 the community.

35  
36 Upon formation it will be the immediate duty of each committee to select a Chair and Secretary. Minutes must  
37 be submitted within 14 days of each meeting to the Executive Board for distribution to the membership for their  
38 comments and/or actions.

39  
40 Committees will provide recommendations to the CPAC for discussion and voting as necessary at general  
41 membership meetings.

42  
43 Appropriate expenses may be submitted for reimbursement to the Treasurer who will present them for  
44 Executive Board approval.

### 45 **Meetings**

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48 All meetings will be open to the public and be governed by Robert's Rules of Order, the Oregon Public Meeting  
49 Law and the Oregon Public Record Law.

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2 General Membership meetings will be held during the third week of each month, alternating between Saturday  
3 mornings and Monday evenings. The August meeting is designated as the Annual Membership Meeting of the  
4 CPAC for the election of officers and will be held on a Saturday.

5  
6 Notice of all meetings, stating the date, time and place, will be posted to the Tillamook County web site, in  
7 prominent locations in the community and distributed to an active email list of CPAC members.  
8

9 The agenda for each meeting will be established by the Chair. The agenda will provide for discussion of old  
10 and new business, committee reports and a treasurer's report. Written comments and agenda items will be  
11 taken into consideration if received by the Chair by the Wednesday preceding the meeting. All known  
12 meetings and hearings affecting the CPAC will be announced at general or special meetings.  
13

14 The Chair may call an emergency meeting for time pressing matters. Every effort will be made to provide as  
15 much notice as possible but, a minimum two-day notice must be given to all registered members as to the date,  
16 time and place of the meeting. Notice of all such meetings, stating the date, time, place, and reason for the  
17 meeting will be posted in prominent locations in the community and distributed to an active email list of  
18 community members. All actions taken at such meetings must be reported out at the next general meeting.  
19

20 A sign-in sheet reflecting members and other people in attendance will be available at the door at the beginning  
21 of each meeting. Membership registration forms will be available at each meeting.  
22

23 At the beginning of discussion of each action item the members and Officers will be asked to declare any  
24 conflicts of interest that may exist relative to that issue. If a member or Officer votes or proposes a position on  
25 a proposition in which the member or Officer has a direct special or financial interest, the member or Officer is  
26 obligated to disclose the existence of such interest to the membership. This information shall be made part of  
27 the record by the Secretary.  
28

29 Registration is required to become a voting member of the CPAC. Any registered member in attendance may  
30 present motions for a vote by the membership. Each motion shall be seconded before a vote will be taken.  
31 Voting shall be by a show of hands, except in the case of election of officers which shall be by ballot prepared  
32 by the Past-Chair. All votes will be decided by a simple majority of members in attendance. A member must  
33 have signed the attendance sheet for each meeting in which the member votes. The Chair will refrain from  
34 voting, except in the case of a tie vote. Any member or Officer may request a roll call vote. Roll call votes  
35 shall be made part of the record by the Secretary.  
36

37 Results of any vote forwarded to the Tillamook County Planning Commission in the form of a recommendation  
38 or to other interested parties, will clearly identify the number of people in attendance at the meeting, stating the  
39 number of registered members voting Aye, Nay, or Abstaining and attaching a minority opinion if those voting  
40 in the minority provide one in a timely fashion.  
41

42 Minutes of all meetings shall be finalized a minimum of ten days prior to the next regularly scheduled CPAC  
43 meeting and distributed to all members requesting them, preferably by email to save paper.  
44

## 45 **Area of Influence**

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47 Pacific City – Woods CPAC's area of influence shall include all those lands within the Pacific City – Woods  
48 Unincorporated Community Growth Boundary. The PC/W CPAC will maintain open communication with  
49 neighboring communities as issues of mutual concern arise.

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2 **Revision of Bylaws**  
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4 A change to existing by-laws may be proposed in writing at any time to the Chair. A proposed change will be  
5 reviewed by the Executive Board and reported to the CPAC at the next general meeting with a recommendation.  
6 Any changes to the by-laws shall be voted on at the next general membership meeting provided that written  
7 notice of the proposed changes have been distributed (by email or mail) to all registered members at least 30  
8 days prior to the meeting. A vote will be taken and any approved changes to the by-laws will take affect  
9 immediately upon the recording of majority approval.  
10