

JENNINGS LODGE COMMUNITY PLANNING ORGANIZATION JLCPO

The language in **underlined, bold italics** is required either by State Statute or County Ordinance.

ARTICLE I - NAME

The name of this organization shall be the JENNINGS LODGE COMMUNITY PLANNING ORGANIZATION (JLCPO)

ARTICLE II - JLCPO AUTHORIZATION and BOUNDARY

. Article II (A)

1. **Authorization:** Oregon Revised Statute (ORS) 215 provides Clackamas County the authority to establish Citizen Planning Organizations (CPOs) and to define their boundaries.
2. The JENNINGS LODGE COMMUNITY PLANNING ORGANIZATION operates as a duly established and recognized CPO by Clackamas County.

. Article II (B)

All CPO boundaries are established by Clackamas County. See the exhibit map for the current boundaries of the JENNINGS LODGE COMMUNITY PLANNING ORGANIZATION.

ARTICLE III - JLCPO PURPOSE AND GOALS

. Article III (A)

To bring together persons who share a common concern for the Jennings Lodge Community's interest and environment.

. Article III (B)

To inform Citizens in the Jennings Lodge Community of all proposed developments and/or changes in land use which will affect the area, and provide an opportunity for Citizen input.

• **Article III (C)**

To make recommendations to Clackamas County regarding land use, including zoning, conditional use permits, residential and/or industrial development.

• **Article III (D)**

To organize the Citizens in the Jennings Lodge Community area to establish their own priorities for land use.

• **Article III (E)**

To provide the Jennings Lodge Community with a vehicle for establishing an organized two-way communication channel with public agencies and governmental organizations.

• **Article III (F)**

To aid the Jennings Lodge Community in preserving and enhancing existing and/or proposed neighborhoods

• **Article III (G)**

To advise County, Regional, State and Federal agencies about the Jennings Lodge Community’s concerns and problems and suggest solutions for same.

• **Article III (H)**

To provide opportunities for Service Districts to update and receive feedback from the Jennings Lodge Community on services offered.

ARTICLE IV – JLCPO MEMBERSHIP AND VOTING

• **Article IV (A)**

1. Membership in the Jennings Lodge Community Planning Organization shall be open to anyone **who is: a resident within the JLCPO’s recognized area; a property owner in the JLCPO recognized area; or a designated representative of a business, corporation or trust within the JLCPO’s recognized area. Membership shall not be limited by race, creed, color ,sex, age, heritage, national origin or income. Membership will be granted upon signing the official membership/attendance register. All new members signing up will be required to show proof of eligibility.**

2. To become a voting member of the Jennings Lodge Community Planning Organization, and thus be eligible to take action on JLCPO business matters a person must:
 - . Attend three (3) JLCPO business meetings during the previous 6 months.
 - . Sign their name on the official register at the required three (3) JLCPO business meetings.

. **ARTICLE IV (B)**

1. A **Meeting Quorum/Voting Quorum** for a regular or special JLCPO business meeting shall consist of five (5) voting members, of which at least two (2) are JLCPO Board of Directors members.
2. **Action of the JLCPO shall be by a majority vote of JLCPO voting members present at any regular or special JLCPO business meeting for which proper public notice is given and at which a meeting quorum is present** as defined in the paragraph above.
3. Notice shall be provided in accordance with the requirements of ORS 192.640 or any succeeding statute governing public meeting notices.

. **ARTICLE IV (C)**

1. **The vote of each member shall be recorded by name unless more than 25 members vote.**
2. **The results of the voting shall be reported numerically and become part of the meeting minutes.**
3. **In cases where response deadlines preclude action at a regular or special JLCPO business meeting, the JLCPO may delegate responsibility for taking action to The Board of Directors. JLCPO action shall then be taken at the next regular or special JLCPO business meeting with proper notice.**

. **ARTICLE IV (D)**

The JLCPO Chairperson shall not vote, except in case of a tie.

• **ARTICLE IV (E)**

Management of a governmental or quasi-government agency who attends as a representative of that agency are advisory only and do not vote.

ARTICLE V – JLCPO OFFICERS AND BOARD OF DIRECTORS

• **Article V (A)**

The Board of Directors shall consist of a minimum of three (3) voting members of the JLCPO, who may also be officers.

• **Article V (B)**

Selection of Officers

All Officers must be eligible voting members of the JLCPO

Duties of the Officers:

1. **CHAIRPERSON:** Presides at all regular or special JLCPO business meetings. The Chairperson and/or authorized representative may represent the JLCPO in all conferences or activities involving intra/inter-organizational planning and coordinating.
2. **VICE-CHAIRPERSON:** Presides over regular or special JLCPO business meetings during the absence of the Chairperson. Works with the Chairperson and other members of the JLCPO on intra/inter-organizational planning and coordinating.
3. **SECRETARY:** Keeps minutes and attendance records of all regular and special JLCPO business meetings. Maintains JLCPO minutes, attendance records, and keeps a file of all correspondence and records available for public inspection and review in compliance with State Public Access Law.
4. **TREASURER:** Is responsible for maintaining a record of all JLCPO moneys received, expended for (or by) the organization, will report at regular JLCPO business meetings and will give a general accounting once a year. A review of the financial records, by the Board of Directors, will be required whenever a new treasurer is elected.
5. **SECRETARY/TREASURER:** May be held by one person if necessary. Has same responsibilities of three (3) and four (4).

ARTICLE VI – JLCPO TERMS of OFFICE

- **Article VI (A)**

The JLCPO Officers will be nominated at the January regular JLCPO business meeting of each odd-numbered year.

- **Article VI (B)**

The JLCPO Officers shall be elected and installed during the subsequent February regular JLCPO business meeting.

- **Article VI (C)**

Terms of office shall be for two (2) years.

ARTICLE VII – ELECTION(S) OF JLCPO OFFICER and BOARD OF DIRECTOR POSITIONS

- **Article VII (A)**

NOMINATING COMMITTEE: A nominating committee shall be appointed by The JLCPO Board of Directors.

- **Article VII (B)**

The nominating committee shall name one (1) or more candidates for each JLCPO Officer position and verify eligibility.

- **Article VII (C)**

At the election meeting additional nominations may be made from the floor.

- **Article VII (D)**

Consent of each candidate must be obtained before being placed in nomination.

• **Article VII (E)**

JLCPO Officers are elected by acclamation or written ballot (if need arises) of the JLCPO by a simple majority.

• **Article VII (F)**

VACANCIES: A vacancy occurring in any JLCPO Board of Director position shall be filled for the unexpired term by the Board of Directors nominating one or more candidates who will be voted upon by the JLCPO members in attendance in a regular JLCPO business meeting.

ARTICLE VIII – JLCPO MEETINGS

• **Article VIII (A)**

- 1. Regular business meetings of the JLCPO shall be held on the fourth Tuesday of each Month at 7:00 PM at a location appropriate for the number of attendees.
- 2. The November and December regular JLCPO business meetings will be combined and held on the first Tuesday of December.

• **Article VIII (B)**

The Chairperson may call special meetings at any time with proper notice, upon the request of two (2) officers or any five (5) members of the CPO. The time and location shall be determined by the CPO. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. Minutes of all meetings shall be kept and shall be available for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law.

• **Article VIII (C)**

- 1. All JLCPO meetings shall be open to the public, with the privilege of the floor extended to all present.
- 2. See Article IV (B) of these bylaws for the parameters of a Meeting Quorum and Voting Quorum.
- 3. Motions and voting on JLCPO business matters and land use items shall be limited to eligible voting members of the JLCPO.

- **Article VIII (D)**

RECORDS: Records of all regular and special JLCPO business meetings shall be kept and will be available for inspection except as allowed by exemptions of the Oregon Public Records Law.

- **Article VIII (E)**

A designated member of the JLCPO Board of Directors will notify newspapers or post other appropriate notice in advance of all meetings.

- **Article VIII (F)**

HEARING PROCESS AND PROCEDURE: All JLCPO meetings will be conducted in a businesslike manner and according to recognized parliamentary procedures. Robert's Rules of Order, Revised will serve as a guideline where it is not inconsistent with these By-Laws, Clackamas County Ordinance or State Statute.

ARTICLE IX – JLCPO COMMITTEES and OTHER REPRESENTATIVES

- **Article IX (A)**

JLCPO committees may be created by the Board of Directors as deemed necessary to promote the objectives of the JLCPO and carry on its directives.

- **Article IX (B)**

JLCPO committees shall periodically present activities and findings to the Board of Directors and/or the JLCPO.

- **Article IX (C)**

A JLCPO committee may include individuals from outside the JLCPO.

- **Article IX (D)**

A JLCPO committee shall be dissolved upon completion of its objectives and submission of a final report to the Board of Directors or the JLCPO.

. **Article IX (E)**

Land Use Site Reviewers:

1. Must be eligible voting members of the JLCPO
2. Will be appointed by the JLCPO Chairperson to conduct on-site reviews of land use matters within the boundaries of the JLCPO on behalf of members of the JLCPO and report findings to the JLCPO.

ARTICLE X – JLCPO BY-LAWS

AMENDMENTS:

. **Article X (A)**

A committee may be appointed by the Board of Directors to review proposed Amendments to these By-Laws.

. **Article X (B)**

These By-Laws may be amended by a two-thirds (2/3) majority vote of the voting members present at a regular JLCPO meeting at which a Meeting Quorum is present, provided:

1. That the proposed amendment has been read and approved at a previous regular JLCPO business meeting, and
2. That proposed amendment has been published in the minutes prior to adoption of the amendment at the following regular JLCPO business meeting
3. **Proposed amendments shall be submitted to the County Counsel for approval Upon approval of the County Counsel, the proposed amendments shall be approved by the members of the JLCPO. However, the amendments shall not be in effect until approved by the Board of County Commissioners and approved as to form by County Counsel**

. **Article X (C)**

These JLCPO By-Laws shall be subject to review and revision every two (2) years.

ARTICLE XI – JLCPO MISCELLANEA

DISSOLUTION:

. **Article XI (A)**

In the event that the Jennings Lodge Community Planning Organization is dissolved, any existing funds in the treasury will be disbursed according to a vote of the membership. Should the CPO be dissolved, disbursement of the CPO's funds, if any, shall be to a non-profit organization, preferably within the Jennings Lodge CPO area. This organization shall be selected by the CPO membership in attendance at the final meeting. Funds provided to the CPO by the County shall be returned to the County upon dissolution of the _CPO

CHRONOLOGY of APPROVAL and AMENDMENTS PRIOR to THESE CHANGES

Month, Day and Year of Approval – Approval by the Jennings Lodge Community Planning Organization for major revisions.

JLCPO: Greg Smith

Dated: Dec. 3, 2008

Tom Weaver

