

**CITIZEN INVOLVEMENT ORGANIZATION (CIO)  
BYLAWS  
Tualatin, Oregon**

**ARTICLE I  
ORGANIZATION**

**Section 1. The Name.** The name of this Organization is \_\_\_\_\_ Citizen Involvement Organization (CIO).

**Section 2. Purpose.** The general purpose is to provide an opportunity for members to meaningfully cooperate with each other and with the City of Tualatin and their elected City Councilors on matters affecting the neighborhoods and the City. A major purpose of the Citizen Involvement Organization (“CIO”) is to facilitate *citizen participation in all aspects of the decision making process which is consistent with Oregon Statewide Land Use Goal 1.*

Another major purpose is to promote community and a sense of community. Using best efforts to ensure opportunities for involvement and engagement by all CIO members, the means of accomplishing this purpose shall include but not be limited to:

- A. Provide public forums for the support and evaluation of issues affecting the neighborhood, the CIO, and the City; provide for the education of citizens, groups and government bodies with respect to such issues; and provide for an exchange of views and opinions on such issues;
- B. Provide public forums for CIO members to present their views and provide input to private and public bodies such as City Council, its advisory boards and committees, and other governmental and community bodies on issues having an impact on either the CIO, the City, or the region;
- C. Provide a formalized channel of communication and dissemination of accurate and timely information between the City government, other governmental bodies, and the CIO and the CIO’s members;
- D. Provide input to City Council and other governmental bodies on land use and other matters which affect the neighborhoods.

**Section 3. Boundary.** The CIO boundary shall be as indicated on the attached map and the map is hereby incorporated by reference. The City Council may amend the boundaries of the CIO per municipal code 11-9-060.

**ARTICLE II  
MEMBERSHIP**

**Section 1. Eligibility.** The CIO shall not deny membership rights or access to the benefits of the CIO to any individual on the basis of race, color, gender, heritage, national origin, sex, age, disability, sexual orientation, religion, political affiliation, or marital status. Membership shall be open to anyone 16 years of age or older; and

**A. Membership in the Residential CIO**

- 1. A Tualatin resident within the recognized residential CIO boundaries will belong to the designated residential CIO, including a person who owns or a representative of the owner(s) of residential properties designated by the City of Tualatin as residential. Owners or representatives of residential property must be on file with the City of Tualatin per the Tualatin Municipal Code chapter 6-13-060.

**Section 2. Membership Dues.** No dues or fees shall be required

**Section 3. Voting Rights.** Each member of the CIO present at meetings shall have one vote, as specified in these Bylaws. All rights, privileges, and responsibilities of membership, including the right to vote on CIO business, shall accrue to all members. Regardless if a person or persons owns multiple properties or businesses in Tualatin, there shall be one vote for one member as defined in Article II, Section 1.

**ARTICLE III  
MEMBER MEETINGS**

**Section 1. Meetings shall be one of the meeting types below.**

**A. Annual Meeting.** One meeting a year will be considered the annual meeting of the CIO. The Annual Meeting shall be called and held at a location determined by the Executive Board, but within or near the CIO boundaries. Written or electronic notice shall be provided and/or made available no less than 30 days in advance to all members of the CIO which shall include the date, time, location, and purpose of the Annual Meeting. The Annual Meeting shall be held in the month of April each year following the formation of the CIO and its bylaws.

1. Election of Officers may only take place at the annual meeting
2. Bylaws may only be modified at an annual meeting
3. Annual meetings will have an agenda item for “other business”, which will provide members the opportunity to add topics to the meeting agenda.

**B. General Meetings.** A general meeting may be called by the executive board, at anytime, with at least 7 days notice. Notice may be in an electronic or written format. All general meetings will have an agenda item for “other business”, which will provide members the opportunity to add topics to the meeting agenda.

**C. Special Meeting.** If a “special meeting” is found to be necessary by the Executive Board, a 2 day notice will be made by electronic or written format. All special meetings will have an agenda item for “other business”, which will provide members the opportunity to add topics to the meeting agenda.

**Section 2. Quorum.**

**A.** A quorum for the first Annual Meeting shall be a minimum of 20 members present to adopt the bylaws and conduct any business that may come before the CIO.

**B.** A quorum at all meetings after the first annual meeting shall be minimum of 20 members.

**Section 3. General.** All meetings will be open to members and to the public Minutes will be taken and made available to the members. Members shall conduct themselves in all meetings in a manner exhibiting common courtesy and fairness.

**ARTICLE IV  
EXECUTIVE BOARD, ELECTION, AND MEETINGS**

**Section 1. Officers and Executive Board.** The officers of the CIO shall be a President, Vice President, Secretary, Treasurer and Land Use Officer. One person can only hold two offices at a time, within the CIO. No member may hold an office in another CIO within the City of Tualatin. The Executive Board shall consist of the officers. A list of current Executive Board members and contact information shall be kept on file with the City of Tualatin and available to the members. Regardless of the number of offices held by anyone person, each Board member shall have one vote on any issue or matter.

**Section 2. Election and Term of Office.** The officers shall be elected at the Annual Meeting by the membership. The chair will take nominations from the membership during the annual meeting and vote at the close of the nomination process. Each Board member shall hold office until the successor has been duly elected and taken office. In the event of a vacancy, the vacancy shall be filled by a majority vote of the remaining members of the Executive Board, and the member so elected fills the position until the next annual meeting.

### **Section 3. Powers and Duties**

**President.** Set the agenda and preside at all meetings of the CIO and of the Executive Board; ensure that the organization complies with the requirements of the CIO's Bylaws; and perform those duties as may be designated by the Board. After formation, the President shall be elected in odd numbered years.

**Vice President.** Serve in the absence of the President; shall assist the President; if required; and perform other duties as designated by the Board. After formation, the Vice President shall be elected in even numbered years.

**Secretary.** Shall make best efforts that accurate minutes are taken of each meeting, that attendance registration is kept, ensure that meeting notices are made; maintain and provide current lists of officers and committee chair members' names and contact information and a copy of current bylaws are provided to the City and made available to the membership; ensure minutes of any meeting be made available within a reasonable time after any meeting to the membership and to the City; and perform other duties as designated by the Board. A copy of minutes shall be maintained for no less than 3 years. After formation, the Secretary shall be elected in odd numbered years.

**Treasurer.** Shall receive, deposit, disburse, and account for all CIO funds; prepare and present operating statements at each general meeting or as otherwise requested by the Executive Board. After formation, the Treasurer shall be elected in even numbered years.

**Land Use Officer.** Shall keep current on land use issues pertinent to the CIO. Shall make available to membership pertinent land use information; and perform other duties as designated by the Board. After formation, the Land Use Officer shall be elected in odd numbered years.

**Section 4. Removal of Officers.** Officers of the CIO maybe removed at any of the CIO meetings with at least a 60 % of the voting members present voting to remove the officer. A replacement officer for the position vacated will be voted on at the same meeting. The nomination process listed in Article IV section II will be used.

**Section 5. Executive Board Meetings.** The Executive Board has the responsibility to act in the best interest of the CIO. Executive Board meetings will be held periodically at such time and place as determined by the Board. Board decisions requiring a vote shall be decided by affirmative vote of a majority of those voting members present but no vote is valid unless a quorum is present. A quorum for the Executive Board shall be 51% of officers.

## **ARTICLE V COMMITTEES**

**Section 1. Standing Committees.** Committees may be formed at the discretion of the executive board or a majority of the members at a member meeting.

## **ARTICLE VI STANDARDS OF RECOGNITION**

**Section 1. Recognition.** The CIO shall submit the bylaws to the City Manager or designee, and then the application for recognition which will be submitted to City Council for final approval and recognition per Municipal Code Chapter 11-9.

**Section 2. Inactive Organization.** If the CIO does not meet ARTICLE III section A for two consecutive years the CIO will be deemed inactive. To become an active organization after being deemed inactive, the CIO must have an initial meeting and adapt by-laws and request that the City Council recognize the CIO per municipal code 11-9-050.

**Section 3. Termination of Recognition.** The CIO may be terminated per Tualatin Municipal Code 11-9-050.

**ARTICLE VII  
AMENDMENTS**

**Section 1. Amendments.** These Bylaws may be amended at the Annual Meeting of the general membership at which a quorum is present by a 2/3<sup>rd</sup> favorable vote of all members present, provided that notice and substance of such an amendment shall have been given to all members of the Executive Board and to the CIO's membership at least 14 days prior to the date on which the amendment is to be considered.

**Section 2. Placement.** A current version of the Bylaws shall be kept by the CIO's secretary, provided to the City, and shall be available to the membership.

**Approved this date of:** \_\_\_\_\_

**By:**

\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_