

<NAME> **CITIZEN INVOLVEMENT ORGANIZATION**
BYLAWS
Tualatin, Oregon

ARTICLE 1
ORGANIZATION

Section 1. The Name. The name of this Organization is _____ Citizen Involvement Organization.

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 on matters affecting the neighborhoods and the City. A major purpose of the Citizen Involvement Organization (“CIO”) is to facilitate citizen participation in land use related matters, 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 review 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. Tualatin residents living outside the boundaries of any residential CIO may belong to the residential CIO nearest their residence. A request that boundaries be altered shall be voted on at the Annual Meeting, requiring a 2/3 majority vote of the membership present, with that request noticed to the CIO membership at least 14 days prior to the Annual Meeting. If any abutting CIO boundaries are affected, then the affected CIO(s) must approve any request before the CIO votes on the boundary change request. Any request approved by the CIO and any affected CIO(s) then shall be submitted within 20 days of the Annual Meeting to the Citizen Involvement Coordinating Committee (“CICC”) Executive Board for consideration and a vote. If the request is approved by the CICC Executive Board, then the request by the CIO and the CICC recommendation shall be submitted to City Council for consideration and final vote. However, the CIO has the right to submit its request directly to City Council. If a boundary alteration is approved by City Council, the boundary and map will be amended and shall become part of the CIO and CICC bylaws.

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. 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 rental residential properties designated by the City of Tualatin as residential; or
- B. Membership in the commercial or the manufacturing CIO is open to:
 - 1. A property owner or a representative of the owner(s) whose commercial or manufacturing property or properties, designated as commercial or manufacturing by the Tualatin planning district in which the property (s) is/are located; or
 - 2. A person who owns, or one representative of a commercial or manufacturing business or businesses, a commercial or manufacturing business or businesses, designated as commercial or manufacturing by the Tualatin planning district in which the property (s) is/are located ; and has a current business license; or

3. A representative of a non-profit organization located within the CIO boundaries; determination of membership in the commercial or the manufacturing CIO is generally by the organization's purpose.

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. Voting shall be done in person only. 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 or has ownership interest in 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. General Meetings. The members of the CIO shall hold at least two general meetings each year.

A. Annual Meeting. One of the general meetings shall be the Annual Meeting, at which election of officers and other business designated by these bylaws and by the CIO's Executive Board shall occur. 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 14 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 of each year, except for the first year.

B. General Meetings. A general meeting or meetings in addition to the Annual Meeting shall be called by the Executive Board and held at least once yearly. Notice of a general meeting shall be given at least 7 days in advance and may be in an electronic or written format, unless the schedule of meetings is noticed on an annual basis. If a "special meeting" is found to be necessary by the Executive Board, reasonable effort will be made to notice by written or electronic means 2 days in advance of the meeting at least those members who attended the most recent general meeting.

Section 2. Quorum. A quorum for the first Annual Meeting shall be 20 members present. Before the next general meeting, the minimum numbers of required members present to constitute a quorum at annual, general or emergency meetings shall be determined by the Executive Board, and which may be amended from time to time by the Board. Decisions requiring a vote at annual, general, and emergency meetings shall be made by a majority vote of those members present at such meeting, except for amendments or changes to the Bylaws or CIO boundaries, as per these Bylaws.

Section 3. General. All meetings will be open to members and to the public, and generally follow Robert's Rules of Order. Members shall have the right to introduce agenda items; proposed agenda items shall be given the President at least 14 days in advance of a meeting in order to be considered by the President as to whether to be placed on the agenda. Minutes will be taken and made available to the members; and, the minutes shall include a summary of the consensus reached or if a consensus was not reached then the general views of the majority and minority including the approximate numbers of each. 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. No more than two offices shall be held by a single person at a time. The Executive Board shall consist of the officers and the chairpersons of standing committees. 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. All nominees shall be submitted to the members present. Every member present shall be entitled to one vote for each executive board office to be elected. The nominee receiving a majority of the votes cast for each office shall be deemed elected. 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. Two officers shall be selected by the Executive Board to serve on the Citizen Involvement Coordinating Committee.

Section 3. Powers and Duties. The duties of each office are:

- A. President.** Set the agenda and preside at all meetings of the CIO and of the Executive Board; have the authority to speak on behalf of the CIO and the Executive Board; serve as a contact for all written/oral communications from the City regarding CIO matters; perform all the duties of supervision and management as pertains to the office of president; 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.
- B. Vice President.** Serve in the absence of the President; shall assist the President; serve as the chair of the nominating committee, if required; and perform other duties as designated by the Board. After formation, the Vice President shall be elected in even numbered years.
- C. Secretary.** Shall make best efforts that accurate minutes are taken of each meeting, that attendance registration is kept, that a summary is taken of the consensus reached or the general statements of majority/minority views and numbers of the majority/minority views; 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.
- D. 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; present to the Treasurer of the CICC an annual financial report of the grant funding program, and the report shall also be given to a representative of the City; and perform other duties as designated by the Board. After formation, the Treasurer shall be elected in even numbered years.
- E. Land Use Officer.** Shall keep current on land use issues pertinent to the CIO; shall have the authority to speak on behalf of the Executive Board and CIO pertaining to land use issues; shall be a member of the Land Use Committee; 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. Executive Board Meetings. The Executive Board has the responsibility to act in the best interest of the CIO but shall not be specifically bound to act according to the desire of a majority of members; and using best efforts that members are generally made aware of pertinent issues and matters which may affect them. Executive Board meetings will be held periodically at such time and place as determined by the Board; however the Board shall hold at least two meetings each year, open to the public, with notice requirements of a general meeting being followed. Robert's Rules of Order will generally be followed. 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 and board members, no fewer than 2 of which shall be officers, except in the initial year when a quorum may be 2 officers.

**ARTICLE V
COMMITTEES**

Section 1. Standing Committees. Committees shall be designated and responsibilities assigned to them by the Executive Board. Each committee shall develop a statement of organization and implementation methods to be approved by the Executive Board. A chair person shall be elected from the committee by a simple majority vote of those in attendance. The Chairperson of any committee shall serve on the Executive Board. Membership on a committee shall be from the CIO membership; however, each Committee shall have at least one Board member on the Committee.

- A. Community Connection.** This Committee shall be a permanent committee with the primary purpose to engage members in events and issues which build and increase a sense of community. Such activities and events may be, but not limited to, Neighborhood Night Out, emergency preparedness, events which care for and enhance public spaces in the neighborhood, and events which engage citizens interacting with each other. The Committee shall be responsible for the management and implementation of the Grant Funding Program of the CIO, funded by the City or other sources. The Committee shall identify, select, and recommend to the Executive Board for its approval events which are of significant community value to qualify as a Grant Funded Program; selected grant funded programs will be presented to the CICC for its review and comments. The approved program(s) shall then be submitted to the City Council for consideration and funding. The Committee will be composed of no less than 3 positions, and the Chairperson shall serve on the Executive Board.
- B. Land Use.** This Committee shall be a permanent committee with the primary purpose to engage members in the discussion of and provide timely information to members on land use matters of the City and the region. The Committee shall review such matters as, but not limited to, land use, traffic, development proposals, and zoning, providing a forum for member discussion of issues. The Committee shall keep minutes, making a good faith effort to accurately record a summary of the consensus reached or the general statements of majority/minority views and numbers of each, and record attendance. The Committee will be composed of no less than 3 positions, with the Land Use Officer as one of the committee's members, and the Chairperson shall serve on the Executive Board.

Section 3. General. Meetings shall be open to the public and notice requirements of a general meeting shall be followed. All decisions will be decided by a simple majority of those in attendance; the definition of a quorum shall be set before the first committee meeting by the Executive Board and may be amended from time to time by the Executive Board. Committees shall make recommendations on major issues to the Executive Board for approval; however, with specific authorization from the Executive Board, the Committees may have the power to act on behalf of the CIO and its Executive Board. Each Committee should meet at least twice yearly. Members shall conduct themselves in all meetings in a manner exhibiting common courtesy and fairness.

ARTICLE VI STANDARDS OF RECOGNITION

Section 1. Recognition. The CIO shall first submit an application for recognition to the Citizen Involvement Coordinating Committee, if the CICC is formed, and the CICC shall adopt recommendations regarding recognition. The CIO application for recognition and the CICC recommendations shall be, as per the City Ordinance #1328-11, submitted to the City Manager or designee, and then the application for recognition shall be submitted to City Council for final approval and recognition. The CIO shall meet and continue to maintain conformity with the following minimum recognition criteria:

- A.** Members shall meet the member eligibility as detailed in Article II, Section 1. A-B of these Bylaws; and,
- B.** Members shall hold an initial annual meeting in the first year to adopt the bylaws and elect a minimum of 2 officers; and,
- C.** After at least one initial organizational/annual meeting in the first year, the CIO shall thereafter hold at least two general meetings annually, one of which is the annual meeting with election of officers as per these Bylaws; the time, place, and purpose will be well publicized in accordance with these Bylaws throughout the CIO prior to each meeting; and,
- D.** Comply with the Bylaws of the CIO and the City of Tualatin Ordinance #1328-11 as part of Tualatin Municipal Code 11-9. The CIO bylaws shall conform to the City of Tualatin Ordinance.

Section 2. Inactive Organization. If the CIO does not meet the above minimum criteria and comply with the Bylaws over a reasonable period of time as determined by the Citizen Involvement Coordinating Committee, the CIO shall be deemed to be inactive. To become an active organization after being deemed inactive, application must be made to the CICC which shall review and establish conditions for re-activation and recognition.

Section 3. Termination of the Organization. The formal termination of the CIO may be recommended by the Citizen Involvement Coordinating Committee to the City Council for review and action. Such recommendation shall be based on the failure of the CIO to abide by these Bylaws and minimum recognition standards over a reasonable period of time. If the CIO is terminated by City Council, the boundaries may be reconfigured by the City Council.

**ARTICLE VII
MISCELLANEOUS**

Section 1. Grievances. Any member objecting to or challenging any action of an officer, committee, or Executive Board shall provide written notice to the officer or members of the committee and to the Executive Board within 14 days of such action specifying the action objected to or challenged and the grounds for the objection or challenge. The Executive Board shall review the written objection or challenge and shall consider such action or refer the matter to the Citizen Involvement Coordinating Committee if the objection or challenge involves a CIO officer or Executive Board member(s). The decision by either the Executive Board or the Citizen Involvement Coordinating Committee shall be final and binding. A grievance will only be considered if the grievance is an objection or challenge in which a representative of the CIO exceeded the authority granted by these Bylaws or an action was illegal.

Section 2. Annexed Areas. When Tualatin annexes new areas into the city limits, that area will become part of the nearest CIO, as determined by the Citizen Involvement Coordinating Committee with agreement of the affected CIOs and approved by City Council. A new boundary will be drawn and an altered map attached to the bylaws.

Section 3. Nonpartisan. The CIO shall be nonpartisan and will not support or oppose candidates for public office.

Section 4. Alternate to Citizen Involvement Coordinating Committee. The membership may elect an alternate to the Citizen Involvement Coordinating Committee in addition to the two officers designated to the CICC. The alternate may attend the meetings, but is not entitled to vote, unless one of the designated representatives is not present.

Section 5. Adoption of CIO Name. At any general meeting the membership may adopt a name for the CIO with notification of such given to the CICC and to a representative of the City. Until a name is adopted, the CIO will be referred to by the number designated on the CIO boundary map, attached.

Section 6. Notice. The requirements for notice to all members will be considered met when notice is provided and made available to members by written and/or electronic means, such as but not limited to posting on a CIO website.

**ARTICLE VIII
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 2/3rd 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. If the amendment is approved, the amendment shall be submitted to the Citizen Involvement Coordinating Committee within 20 days for consideration. The decision of the Citizen Involvement Coordinating Committee is final and such decision and justification shall be communicated in writing to the CIO within 5 days of the decision.

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

Approved this date of: _____

By:

_____, _____

_____, _____