

**MARTINAZZI WOODS
COMMUNITY INVOLVEMENT ORGANIZATION,
BYLAWS**

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**ARTICLE I
ORGANIZATION**

Section 1. The Name. The name of this Organization shall be Tualatin Community Involvement Organization Martinazzi Woods (hereinafter referred to as "the CIO").

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Section 2. Purpose. The general purpose if the Community Involvement Organization (CIO), as organized and authorized by City of Tualatin Municipal Code Chapter 11-9, is (1) 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, (2) to facilitate citizen participation in land use related matters, consistent with Oregon Statewide Land Use Goal 1, and (3) to promote a sense of community within our neighborhood. 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 that 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 CIO, through the Executive Board, will petition the City Council to amend the CIO boundaries only upon consideration and vote in favor of such petition by the membership taken at an Annual Meeting pursuant to Article III, below. The Tualatin City Council may amend the boundaries of the CIO per Tualatin Municipal Code 11-9-060.

**ARTICLE II
MEMBERSHIP**

Section 1. Eligibility. Membership shall be open to any person, 16 years of age or older, who is a Tualatin resident and who either resides within the recognized Martinazzi Woods CIO boundaries, or is the owner (or authorized representative of the owner) of rental residential property located within the Martinazzi Woods CIO. 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.

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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. Members who own or have interest in multiple properties within the CIO boundaries are nonetheless limited to one vote.

**ARTICLE III
MEMBER MEETINGS**

Section 1. Meetings. The CIO shall hold at least two general meetings each year. Meetings shall be called and held at a location determined by the Executive Board, but within or near the CIO boundaries.

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. Notice of the Annual Meeting will be provided to members at least 14 days in advance of the meeting, and 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 seven days in advance.

C. Special Meetings. If a "special meeting" is found to be necessary by the Executive Board because of the urgent or time-sensitive nature of an issue, reasonable effort will be made to provide at least two days advance notice to members.

Section 2. Notice. The Executive Board shall provide notice of upcoming meetings, as specified above, by written or electronic means reasonably calculated to reach the membership. Posting notice of meetings on public City of Tualatin written or electronic newsletters and/or event calendars shall be considered sufficient notice.

Section 3. Quorum. A quorum for the first Annual Meeting shall be 15 members present. Before the next general meeting, the Executive Board shall determine the minimum number of members required to constitute a quorum at annual, general or special meetings. A quorum for general and annual meetings may not be less than 15 members and must include at least three Board members. Decisions requiring a vote at annual, general, and special 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 4. Process. 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 to the President or President's designee at least 14 days in advance of a meeting. Minutes will be taken and made available to the members. The minutes shall include a summary of the discussion, views expressed, majority view, including the approximate numbers in the majority and minority.

Section 5. Decorum. Members shall conduct themselves in all meetings in a manner exhibiting common courtesy and fairness. The President may exclude members who unreasonably disrupt a meeting, or who act in a hostile, threatening or coercive manner toward any fellow member. Any member excluded from a meeting under this section shall forfeit his or her right to speak, vote, or otherwise participate in the balance of that meeting.

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 chairs of standing committees. The Executive Board has the responsibility to act in the best interest of the CIO; and using best efforts that members are generally made aware of pertinent issues and matters that may affect them. A list of current Executive Board members and contact information shall be kept on file with the City of Tualatin and be available to the members. Regardless of the number of offices held by any one 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. Any member may be nominated to serve as an Officer or Executive Board member, including by self-nomination. All nominees shall be submitted to the members 14 days before an election or upon nomination, whichever occurs later, except in the first year. 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 for two years, except in the first year when the President, Secretary, and Land Use Officer will hold office for one year because of the staggered election process. 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.** Shall 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 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.** Shall serve in the absence of the President; shall assist the President; shall facilitate, Martinazzi Woods CIO elections; and perform other duties as designated by the Board. After formation, the Vice President shall be elected in even numbered years.
- C. **Secretary.** Shall keep accurate attendance records and minutes of each meeting, including a summary of the discussion, views expressed, majority view, including the approximate numbers in the majority and minority.; ensure that meeting notices are made; maintain and make available names and contact information of officers and committee chairs ensure a copy of current bylaws are provided to the City and made available to the membership; maintain a copy of meeting minutes for no less than four years; make such minutes available to the members and the City within a reasonable time; and perform other duties as designated by the Board. 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; shall be a member of the Community Connections Standing Committee; shall serve as the liaison between the Executive Board and the Community Connections Standing Committee on the Grant Funding Program of the CIO; 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.

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Section 4. Executive Board Meetings. 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 provided as with General Meetings, and at least seven days in advance. 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 two of which shall be officers, except in the initial year when a quorum may be two officers.

Section 5. Notice. The Executive Board shall provide notice of upcoming Executive Board meetings by written or electronic means reasonably calculated to reach the membership. Posting notice of meetings on public City of Tualatin written or electronic newsletters and/ or event calendars shall be considered sufficient notice.

**ARTICLE V
COMMITTEES**

Section 1. Standing Committees. A standing committee is a permanent committee as designated in the Bylaws. Each committee shall develop a statement of organization and implementation methods to be approved by the Executive Board. Membership on a standing committee shall be from the CIO membership. Standing committees shall record attendance and keep minutes, including a summary of the discussion, views expressed, majority view, including the approximate numbers in the majority and minority. The chair of any standing committee shall serve on the Executive Board.

- A. **Community Connection.** This Committee's primary purpose shall be to engage members in events and issues that build and increase a sense of community. Such activities and events may include, but are not limited to, Neighborhood Night Out, emergency preparedness, events that care for and enhance public spaces in the neighborhood, and events that promote member interactions. 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 activities and events that are of significant community value to qualify as a Grant Funding Program. Activities and events approved by the Executive Board will be presented to the CICC for its review and comments and then submitted to the City Council for its consideration and funding. The Committee will be composed of no less than three members.

- A. **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 will be composed of no less than three members, with the Land Use Officer as one of the committee's members.

Section 2. Formation of Committees. Other committees may be formed at the discretion of the Executive Board or by a majority of the members at a member meeting. Membership on a committee shall be from the CIO membership.

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 of CIO. The CIO shall first submit an application for recognition to the City Manager or designee, and then to the 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 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.

Section 3. Recognition of Community Involvement Coordinating Committee (CICC). Upon formation of a CICC as set out in Tualatin Municipal Code Chapter 11-9-100, the CIO will recognize and cooperate with the CICC in conjunction with other CIO's in Tualatin. The CIO Executive Board will make efforts to attend and participate in the CICC and to cooperate with efforts in furtherance of the CICC's stated goals.

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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 (CICC) if the objection or challenge involves a CIO officer or Executive Board member(s). The CICC may provide counsel and recommend resolution for such grievances to the Board. 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. Nonpartisan. The CIO shall be nonpartisan and will not support or oppose candidates for public office.

Section 3. Notice. The requirements for notice to all members will be considered met when notice is provided and made available to members by written 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 two-thirds majority 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 Secretary, with a copy provided to the City, and shall be available to the membership.

Approved this date of: _____

By:

_____, _____

_____, _____