

**BARVIEW/WATSECO/TWIN ROCKS NEIGHBORHOOD
ASSOCIATION
A CITIZEN PARTICIPATION ORGANIZATION BYLAWS**

PURPOSE

The Barview/Watseco/Twin Rocks Neighborhood Association is a group of citizens united by geographic location, and organized as an advisory body for effective citizen involvement in the planning and development of matters affecting the quality of life and livability of the community. Citizen participation improves the decision-making process, democratizes and humanizes political and social institutions, increases the responsiveness of governmental institutions, generates a greater variety of information and alternatives to citizens, public officials and elected officials, and enhances individual and group awareness and civic responsibility.

The Association will address, for the Barview/Watseco/Twin Rocks area, responsibility for the statewide Land Use Goal Number 1 -- Citizen Involvement -- that 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 Dec. 27, 1974, effective Jan. 1, 1975.)

ACTIVITIES

Activities will be determined by the membership and may include but not be limited to land use actions, community plan and development code amendments, consideration of county services, and special community studies. In all activities the Association shall provide for and encourage increased citizen participation. To that end, a copy of the bylaws shall be available upon request.

MEMBERSHIP

Membership is open to all people at least 18 years old who reside in, own property in, or are a business owner or operator within the District. Membership shall be accomplished by completing the membership information sheet. A copy of the Bylaws and membership roster shall be available to each new member on request.

Membership in the Association extends full rights of participation within all programs, including the right of voting in General Membership and committee meetings. A member must have signed the attendance sheet for each meeting in which the member votes.

STRUCTURE & RESPONSIBILITIES

Officers shall serve a one-year term from December 1 – November 30. No Officers (Executive Board) of the Association shall receive any financial payment for their services. They may, with membership approval, be reimbursed for expenses incurred on behalf of the Association.

Chair

1. Conducts General Membership meetings and officers meetings.

2. Is Spokesperson in official capacity for the association.
3. Coordinates Officers' actions.
4. Selects representatives to attend local meetings and hearings.
5. Coordinates committees.
6. Sets the Agenda items.

Vice-President/Historian

1. Serves as Chair in the absence of the President.
2. Assists the Chair at the President's request.
3. Keeps the Association's files, maps and bylaws
4. Maintain archives and general history of the Association

Secretary/Treasurer

1. Records minutes of meetings.
2. Keeps membership records.
3. Keeps ongoing list of all committees.
4. Prepares official correspondence or delegates that responsibility.
5. Relays incoming mail to the appropriate officer or committee chairperson.
6. Prepares agenda and mailings.

Treasurer (as required)

1. Receives and deposits funds of the Association in a timely manner in accordance with Officers' directions.
2. Prepares Accounts Payable for approval of Officers at monthly meeting.
3. Maintains Financial Records and reports monthly at General Membership meeting.
4. Assures that two Officers follow requirement to sign all Association Checks.
- 5 Prepares annual budget for approval by members at the Annual Meeting.
6. Presents an audited annual financial report.

COMMITTEES

Committees may be established as needed by the membership. Purpose and time will be established at time of formation.

DISTRICT

The Barview/Watseco/Twin Rocks Neighborhood Association District shall include those lands and waters deemed to be within the Barview/Watseco/Twin Rocks Unincorporated Community Growth Boundary.

AREA OF INTEREST

The membership has an area of interest which includes those lands and waters deemed to be within the Barview/Watseco/Twin Rocks Unincorporated Community Growth Boundary as well as those areas of mutual concern with the cities of Garibaldi and Rockaway Beach.

MEETINGS

All meetings shall be open to the public and be governed by the Oregon Public Meeting Law, these Barview/Watseco/Twin Rocks CPAC Bylaws, and Robert's Rules of Order as appropriate.

General Membership meetings will be held 4 times annually, to be scheduled at end of each year; except for the first year where the schedule will be set at the first official meeting of the CPAC.

The Chair may call additional meetings due to special circumstances. Every effort will be made to provide as much notice as possible but a minimum two-day notice must be given to all registered members as to the date, time and place of the meeting. Notice of all meetings, stating date, time and place, shall be posted in the Rockaway Beach and Garibaldi post offices and community stores.

ELECTIONS

Elections shall be held for all Officers during the November Annual General Membership meeting. Nominations shall be opened by declaration of the Chair at the General Membership meeting immediately prior to the Annual Meeting. Any willing member of the Association shall be eligible to be nominated for office. Anyone may nominate himself or herself for office.

- Nominations shall be forwarded to the Chair up to three days prior to the Annual Meeting. Nominations will also be accepted from the floor.
- The Secretary shall read the list of nominees at balloting.
- Separate balloting shall be held for the offices of President, Vice President, and Secretary/Treasurer. The winner shall be the nominee receiving a majority of the votes. In case of a tie between the two top vote getters or a failure of any nominee to receive a majority of the votes cast, a run-off shall be conducted between the two top vote getters. Voting shall take place by roll call or written ballots.
- Newly elected Officers shall assume office on December 1.
- Vacancies shall be filled by a vote of the General Membership at the next general meeting to complete the unexpired term of the officer being replaced.

QUORUM

The quorum shall be no less than 5 members present at a meeting.

CONFLICT OF INTEREST

Prior to the start of each meeting, the members will be asked to declare any conflicts of interest that may exist regarding agenda items to be discussed at that meeting. If a member votes or proposes a position on a proposition in which the member has a direct special or financial interest, the member is obligated to disclose the existence of such interest to the membership. This information shall be made part of the record by the Secretary.

COMMUNICATIONS

Written comments and agenda items will be taken into consideration if received by the Chair by the Wednesday prior to the Meeting. Minutes of all meetings shall be distributed to desiring members at least 10 days prior to the next meeting and posted in the local libraries of Rockaway Beach and Garibaldi.

All known meetings or hearings affecting the BWTRNA will be announced at regular or special meetings.

Periodic community surveys will be taken when deemed necessary by the membership or officers to verify the attitude of the community at large. Surveys will be distributed to all members of the Association. Results of surveys will be shared with members at the regular or special meetings, mailed out to registered members with minutes and posted in a public location.

MOTIONS

Members attending meetings may present motions; motions must be seconded before discussions may occur.

VOTING

Association actions shall be by majority vote of the members present, providing the quorum requirement has been met. Voting shall be by a roll call or written ballot.

Minority opposition to a position taken by the Association is encouraged to state its minority position in writing in a timely manner to the Chair, who shall include that position in any Association report.

BYLAW REVISION

A change to existing by-laws may be proposed in writing at any time to the Executive Board. All proposed changes in the by-laws will be forwarded to the Executive Board for consideration. The Executive Board will review and report back to the Association on any proposed by-law changes with a recommendation. Any changes shall be voted on at the next meeting provided that written notice of the changes have been mailed to all registered members 30 days prior to the meeting. Said change will become effective immediately upon the recording of a simple majority in favor of the proposal at the meeting.