

1 **PACIFIC CITY-WOODS**

2
3 **CITIZEN ADVISORY COMMITTEE**

4
5 **BY-LAWS**

6
7 **Purpose**

8
9 The Pacific City-Woods Community Planning Advisory Committee (PC-W CPAC) was originally organized to
10 satisfy the statewide Land Use Goal Number 1 – Citizen Involvement. Goal #1 calls for each city and county to
11 develop a citizen involvement program that insures the opportunity for all citizens to be involved in all phases
12 of the planning process (Adopted by the State Land Conservation and Development Commission on December
13 27, 1974, effective January 1, 1975; amended on February 17, 1988, effective March 31, 1988.)

14
15 Effective May 1, 2013 Pacific City-Woods CPAC incorporated the Tillamook County Board of Commissioners
16 Order # 13-034, see Appendix I. The name of the organization going forward will be Pacific City-Woods
17 Citizen Advisory Committee.

18
19 **Activities**

20
21 Activities will be determined by the membership and may include but will not be limited to land use actions, the
22 Pacific City-Woods Community Plan and development code amendments, consideration of county and
23 community services, and special community studies. In all activities the PC-W CAC shall provide a forum for
24 discussion and encourage broad citizen participation.

25
26 **Area of Influence**

27
28 Pacific City – Woods CAC’s Area of Influence shall include all those lands within the Pacific City – Woods
29 Unincorporated Community Growth Boundary. The PC-W CAC will maintain open communication with
30 neighboring communities as issues of mutual interest arise.

31
32 **Membership**

33
34 Membership is open to all people 18 years of age and older who reside in, own property in, or own or operate a
35 business within the Pacific City – Woods Unincorporated Community Growth Boundary as delineated in the
36 Pacific City-Woods Community Plan accepted by Tillamook County in 1999.

37
38 Dues are not required for membership in the PC-W CAC. Contributions to the CAC will be encouraged. These
39 funds will support administrative activities of the CAC.

40
41 **Structure & Responsibilities**

42
43 Each Office is for a one year period beginning at the Annual Membership Meeting in August. The Chair, Vice-
44 Chair/Treasurer and Secretary shall act as an Executive Board. No officer shall receive any financial payment
45 during their tenure. With the approval of the Executive Board, they may be reimbursed for appropriate
46 expenses.

1 Officers and Duties:

2
3 Chair Conducts general membership and Executive Board meetings.
4 Acts as spokesperson in official capacity.
5 Coordinates Executive Board actions.
6 Selects representatives to attend non-CAC meetings and hearings.
7 Coordinates committees.
8 Prepares agenda for general membership meetings.
9 Prepares official correspondence.

10
11 Vice-Chair/Treasurer

12 Assists the Chair as needed; acts as Chair in the absence of the Chair..
13 Coordinates the Nominating Committee process in preparation for election of officers at
14 the Annual Membership meeting.
15 Receives and deposits funds of the CAC in a timely manner and in accordance with the
16 Executive Board's directions.
17 Prepares accounts payable/receivable for approval at members' monthly meeting.
18 Maintains financial records and prepares a financial statement for distribution at the
19 August General Membership meeting.
20 Assures that two Officers' sign all CAC checks.
21 Receives reimbursement requests with appropriate receipts from Officers and committee
22 persons for Executive Board approval.
23 Prepares reports at the request of the Chair.

24
25 Secretary

26 Records minutes of the meetings.
27 Keeps membership records.
28 Keeps ongoing list of all committees and committee reports.
29 Distributes official correspondence at the request of the Chair or delegates that
30 responsibility.
31 Relays incoming mail to the appropriate officer or committee chairperson.
32 Posts agendas and meeting notices
33 Keeps the historic CAC files, maps and bylaws.
34 Maintain archives and general history of the CAC.
35 Prepare the ballot for the annual election of officers.

36
37 Vacancies on the Executive Board will be filled immediately on an interim basis by appointment of the
38 Executive Board. The appointee will serve until the next general membership meeting, at which point the
39 appointment will be proposed for ratification by the membership. If not ratified, the Executive Board will make
40 an alternate interim appointment. The vacancy will be filled on a permanent basis according to the process
41 outlined for election of officers.

42
43 **Election of officers**

44
45 Election of officers shall be held during the first meeting of the PC/W CAC, and thereafter at the Annual
46 Membership Meeting in August. Officers will serve a one year term. In preparation for the Annual
47 Membership Meeting, which will be held on a Saturday, the Vice-Chair/Treasurer will coordinate the activities
48 of the Nominating Committee which will actively seek out nominations and nominees throughout the year from
49 all who reside within the PC-W CAC Area of Influence. The Nominating Committee will make the best effort
50 possible to seek the widest diversity of candidates reflecting the makeup of the community.

1 Election notices shall be posted in prominent locations in the community beginning July 1 of each year. The
2 closing date for nominations shall be prominently noted in preparation for the Annual Membership Meeting in
3 August.

4
5 All members of the community meeting the membership criteria may be nominated and any member may
6 nominate him or herself.

7
8 Nominations should be sent to the Vice-Chair/Treasurer a minimum of two weeks prior to the Annual
9 Membership Meeting.

10
11 The Secretary shall prepare a ballot with all nominations received for the positions of Chair, Vice-
12 Chair/Treasurer and Secretary.

13
14 Written ballots will be cast at the Annual Membership Meeting. After an appropriate recess, the -Chair shall
15 announce the new Executive Board membership. Successful candidates will take office immediately upon that
16 announcement.

17 **Committees**

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19
20 Standing Committees or Special Committees shall be established as deemed necessary by the Executive Board.
21 Standing committees will have ongoing responsibilities. Special or Ad Hoc Committees shall be formed to
22 conduct specific tasks. Membership on these committees will be appointed by the Executive Board, with
23 consideration of the issues and incorporating a balance of perspectives.

24
25 All committees will have a minimum of 5 members. All committee members serve a term of one year but that
26 term can be extended with the approval of the Executive Board.

27
28 A standing committee designated as the Land Use Committee will be established for the purpose of review and
29 discussion of any proposals or community issues related to land use. The Executive Board will serve as a base
30 for the Committee on Land Use issues. Additional members shall be appointed from the membership to assure
31 representation of the full range of constituencies in the community.

32
33 A standing committee designated as the Nominating Committee will be established for the purpose of seeking
34 nominees to the Executive Board. Activities of this committee will be led by the Vice-Chair/Treasurer of the
35 Executive Board.

36
37 The purpose of any additional committees shall be articulated at their inception.

38
39 Every effort shall be made to assure that membership in each committee represents the various constituencies of
40 the community.

41
42 Upon formation it will be the immediate duty of each committee to select a Chair and Secretary. Minutes must
43 be submitted within 14 days of each meeting to the Executive Board for distribution to the membership for their
44 comments and/or actions.

45
46 Committees will provide recommendations to the CAC for discussion and voting as necessary at general
47 membership meetings.

48
49 Appropriate expenses may be submitted for reimbursement to the Vice-Chair/Treasurer who will present them
50 for Executive Board approval.

1 **Meetings**

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3 All meetings will be open to the public and be governed by Robert’s Rules of Order, the Oregon Public Meeting
4 Law and the Oregon Public Record Law.

5
6 General Membership meetings will be held during the third week of each month, alternating between Saturday
7 mornings and Monday evenings. The August meeting is designated as the Annual Membership Meeting of the
8 CAC for the election of officers and will be held on a Saturday.

9
10 Notice of all meetings, stating the date, time and place, will be posted to the PC-W CAC web site, in prominent
11 locations in the community and distributed to an active email list.

12
13 The agenda for each meeting will be established by the Chair. The agenda will provide for discussion of old
14 and new business, committee reports and a treasurer’s report. Written comments and agenda items will be
15 taken into consideration if received by the Chair by the Wednesday preceding the meeting. All known
16 meetings and hearings affecting the CAC will be announced at general or special meetings.

17
18 The Chair may call an emergency meeting for time pressing matters. Every effort will be made to provide as
19 much notice as possible but, a minimum two-day notice must be given to all registered members as to the date,
20 time and place of the meeting. Notice of all such meetings, stating the date, time, place, and reason for the
21 meeting will be posted in prominent locations in the community and distributed to an active email list of PC-W
22 CAC members. All actions taken at such meetings must be reported at the next general meeting.

23
24 A sign-in sheet reflecting members and other people in attendance will be available at the door at the beginning
25 of each meeting. Membership registration forms will be available at each meeting.

26
27 At the beginning of discussion of each action item the members and Officers will be asked to declare any
28 conflicts of interest that may exist relative to that issue. If a member or Officer votes or proposes a position on
29 a proposition in which the member or Officer has a direct special or financial interest, the member or Officer is
30 obligated to disclose the existence of such interest to the membership. This information shall be made part of
31 the record by the Secretary.

32
33 Registration is required to become a voting member of the CAC. Any registered member in attendance may
34 present motions for a vote by the membership. Each motion shall be seconded before a vote will be taken.
35 Voting shall be by a show of hands, except in the case of election of officers which shall be by ballot prepared
36 by the Vice-Chair/Treasurer. All votes will be decided by a simple majority of members in attendance. A
37 member must have signed the attendance sheet for each meeting in which the member votes. Any member or
38 Officer may request a roll call vote. Roll call votes shall be made part of the record by the Secretary.

39
40 Results of any land use related vote forwarded to the Tillamook County Planning Commission in the form of a
41 recommendation or to other interested parties, will clearly identify the number of people in attendance at the
42 meeting, stating the number of registered members voting Aye, Nay, or Abstaining and attaching a minority
43 opinion if those voting in the minority provide one in a timely fashion.

44
45 Draft Minutes of all meetings shall be finalized a minimum of ten days prior to the next regularly scheduled
46 CAC meeting and distributed to all members by email.

1 **Revision of Bylaws**

2
3 A change to existing by-laws may be proposed in writing at any time to the Chair. A proposed change will be
4 reviewed by the Executive Board and reported to the CAC at the next general meeting with a recommendation.
5 Any changes to the by-laws shall be voted on at the next general membership meeting provided that written
6 notice of the proposed changes have been distributed (by email or mail) to all registered members at least 15
7 days prior to the meeting. A vote will be taken and any approved changes to the by-laws will take affect
8 immediately upon the recording of majority approval.
9

- 10 Approved 11/20/06
- 11 Amended 02/17/07
- 12 Amended 07/15/13
- 13 Amended 09/19/16