

**BYLAWS  
COMMERCIAL CITIZEN INVOLVEMENT ORGANIZATION  
Tualatin, Oregon**

**ARTICLE I - ORGANIZATION**

**Section 1. The Name.** The name of this Organization is Commercial Citizen Involvement Organization ("CCIO").

**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 Commercial Citizen Involvement Organization ("CCIO") is to facilitate citizen participation in land use related matters, consistent with the 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 CCIO members, the means of accomplishing this purpose shall include but not be limited to:

- A. Provide a public forum for the review and evaluation of issues affecting the neighborhood, the CCIO, 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 CCIO members to present their views and provide input to private and public bodies such as City Council and its advisory boards and committees, and other governmental bodies on issues having an impact on either the CCIO, 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 CCIO and the CCIO's members.
- D. Provide input to City Council and other governmental bodies on land use and other matters affecting the neighborhoods.

**Section 3. Boundary.** The CCIO boundary shall be as indicated on the attached map and is hereby incorporated by reference. The City Council may amend the boundaries of the CCIO per Tualatin Municipal Code (11-9-060). The CCIO's boundary includes the City of Tualatin and areas outside the city that are included in Tualatin planning districts. Businesses located in the following commercial and residential planning districts are included in the CCIO: commercial office, commercial central, commercial general, commercial recreational, commercial medical center, institutional, and residential (all). Certain businesses located in light manufacturing or general manufacturing planning districts may also be included if the business purpose would permit the firm to be located in a commercial or residential planning districts listed above.

**ARTICLE II - MEMBERSHIP**

**Section 1. Eligibility.** The CCIO shall not deny membership rights or access to the benefits of the CCIO 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 in the Commercial CIO is governed by Tualatin Municipal Code (11-9). CCIO Membership shall be open to anyone 16 years of age or older; and

- A. A property owner or a representative of the owner(s) of commercial property or properties located in a Tualatin planning districts classified as commercial; or
- B. A person who owns, or a representative of business(es) located within Tualatin planning boundaries in a commercial or residential planning district and licensed by the City of Tualatin, or Metro; or
- C. A person who owns, or a representative of business(es) located in a commercial or residential planning district and is not required by Oregon statute to have a business license; or
- D. A representative of a nonprofit organization located in the Tualatin planning boundaries shall be a member of the Commercial CIO.

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

**Section 3. Voting Rights.** Each member of the CCIO 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



CCIO 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 I.

### **ARTICLE III - MEMBER MEETINGS**

**Section 1. General Meetings.** The members of the CCIO 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 CCIO's Executive Board shall occur. The Annual Meeting shall be called and held at a location determined by the Board, but within or near the CCIO boundaries. Written or electronic notice shall be provided no less than 14 days in advance to all members of the CCIO which shall include the date, time, location, and purpose of the Annual Meeting. Posting a written notice in the Tualatin Public Library shall make written notice. Posting an electronic notice on the CCIO Web site and sending an email to the participants of the last two Annual Meetings shall make electronic notice. The Annual Meeting shall be held in the month of April of each year, except for the first year.

**A. General Meetings.** General meeting or meetings in addition to the Annual Meeting shall be called by the 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 Board, reasonable effort will be made to electronic notice by posting an electronic notice on the CCIO Web site and sending an email to the participants of the last two General Meetings.

**Section 2. Quorum.** A quorum for any member 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 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. The agenda shall always include "Other business" so that members may introduce a topic for discussion at the meeting. Members shall have the right to introduce agenda items to the published agenda; such items shall be given the President at least 7 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 public by posting on the CCIO web site; and, the minutes shall provide a best effort meeting summary including agenda items, attendance, motions made, vote count for or against, and actions approved. 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 CCIO shall be a President, Vice President, Secretary, Treasurer, and Land Use Officer. The Executive Board ("Board") shall consist of the officers and the chairs of standing committees. A member may hold up to 2 Board positions. A list of current Board members and contact information shall be kept on file with the City of Tualatin and available to the public. Regardless of the number of positions 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 Board Officer 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 take office. In the event of a vacancy, the vacancy shall be filled by a majority vote of the remaining members of the Board, and the member so elected fills the position until the next annual meeting.

Two officers shall be selected by the Board to serve on the Citizen Involvement Coordinating Committee ("CICC"). The CICC as defined in TMC 11-9-100 is a volunteer group made up of the elected board members designated by their participating, recognized CIOs. It shall have no authority over the CCIO. It shall serve as a liaison between the CCIO and other CIOs.

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



- A. **President.** Set the agenda and preside at all meetings of the CCIO and of the Board; have the authority to speak on behalf of the CCIO and the Board; serve as a contact for all written/oral communications from the City regarding CCIO 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 CCIO's Bylaws; and perform those duties as be designated by the Board. Starting with the Annual meeting in 2013, President shall be elected to serve a two-year term in odd number 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. Starting with the Annual meeting in 2014, the Vice President shall be elected to serve a two-year term in even number years.
- C. **Secretary.** Shall make best effort to ensure timely preparation and distribution of minutes of all Board, General Membership, and Annual meetings as outlined in Article III, Section 3. The Secretary shall also ensure that attendance registration be kept; meeting notices made; current lists of officers and committee chair members' names and contact information maintained; a current copy of CCIO Bylaws filed with the City of Tualatin; documentation of majority/minority positions on issues prepared; and perform other duties as designated by the Board. A copy of minutes shall be maintained for no less than 3 years. Starting with the Annual meeting in 2013, Secretary shall be elected to serve a two-year term in odd number years.
- D. **Treasurer.** Shall receive, deposit, disburse, and account for all CCIO funds; prepare and present operating statements at each general meeting or as otherwise requested by the Board; and perform other duties as designated by the Board. Starting with the Annual meeting in 2014, the Treasurer shall be elected to serve a two-year term in even number years.
- E. **Land Use Officer.** Shall keep current on land use issues pertinent to the CCIO; shall have the authority to speak on behalf of the CCIO pertaining to land use issues at City Council, Metro, Washington County or Clackamas County hearings; 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. Starting with the Annual meeting in 2013, Land Use Officer shall be elected to serve a two-year term in odd number years.

**Section 4. Executive Board Meetings.** 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 Rule 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 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.

**Section 5. Removal of an Officer.** A member may request removal of any elected officer by providing to the Board, in writing, a petition signed by 3 members and stating the reasons for removal. The Board shall set a special meeting within 30 days from the receipt of the letter and then:

- A. Provide notice to members to remove an officer at least 14 days prior to the meeting by posting a meeting notice on the CIO web site and by sending an email notice to the attendees at the last Annual Meeting.
- B. To hold a vote at the meeting, at least 40 voting members must be present.
- C. To remove the officer, a vote of 2/3 of members must cast their vote for removal.
- D. If the officer is removed, the remaining Board members shall designate a temporary replacement until such time that the membership can vote on a permanent replacement.
- E. The permanent replacement shall serve out the remaining term.

## **ARTICLE V - COMMITTEES**

**Section 1. Standing Committees.** CCIO Committees shall be designated and responsibilities assigned to them by the Board, except as required by these bylaws. Committees shall develop a statement of organization and implementation methods to be approved by the Board. A Chair shall be elected from the committee by a simple majority vote of those in attendance and shall serve on the Board. Minutes and attendance list shall be kept of all committee meetings and made available to the Board. Members on a committee shall be from the CCIO membership.

The following are Permanent Committees:

- 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.
- 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, providing a forum for member discussion of issues.

**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 members in attendance and the definition of a quorum shall be 51% of the committee members. Committees shall make recommendations to Board for approval; however, with specific authorization from the Board, the Committees may have the power to act on behalf of the CCIO. Each Committee should meet at least twice yearly. Members shall conduct themselves in all meetings in a manner exhibiting common courtesy and fairness.

## **ARTICLE VII – MISCELLANEOUS**

**Section 1. Grievances.** Any member objecting to or challenging any action of an officer, committee, or Board shall provide written notice to the officer or members of the committee and to the Board within 14 days of such action specifying the action objected to or challenged and the grounds for the objection or challenge. The Board shall review the written objection or challenge and shall respond in writing. A grievance will only be considered if the grievance is an objection or challenge in which a representative of the CCIO exceeded the authority granted by these bylaws or an action was illegal.

**Section 2. Annexed Areas.** When the City of Tualatin annexes new areas into the city limits, 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. 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 web site.

## **ARTICLE VI - STANDARDS OF RECOGNITION**

**Section 1. Recognition.** To be recognized by the City Council, CCIO must present an application to be recognized to the City Manager, or designee. The City Manager or designee must confirm that the application meets the standards listed in Chapter 9-11-040 of Tualatin Municipal Code before presenting the application to the City Council for approval and recognition.

### **Standards for Recognition:**

- A. Annual election of officers;
- B. All meetings shall be publicized at least 7 days in advance of the meeting date, except in the case of an emergency, in which case at least 24 hours advance notice shall be given.
- C. A current list of the names and addresses of the officers has been provided;
- D. After at least one initial organizational meeting in the first year of recognition, a minimum of two general meetings each year with the time, place and purpose well publicized throughout the CCIO prior to each meeting;
- E. CCIO must provide an executed copy of their current bylaws.

**Section 2. Termination of the Organization.** Recognition of CCIO may be terminated by the City Council if the association fails to abide by the standards in Tualatin Municipal Code 11-9-040. Before the Council terminates recognition, it must notify the CCIO 60 days in advance of determining that the CCIO is no longer in compliance with the standards. If the deficiency is not corrected after 60 days, the City Council will then hold a public hearing and allow representatives from the CCIO a reasonable opportunity to be heard.



## ARTICLE VIII - AMENDMENTS


**Section 1. Amendments.** The 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 per Article III, Section 1. A. of these bylaws. If the amendment is approved, the amended executed bylaws shall be submitted to the City of Tualatin per Tualatin Municipal Code 11-9-40 and to the CICC.

**Section 2. Placement.** An executed copy of the bylaws shall be kept by the CCIO's secretary, by the City of Tualatin, and shall be available to the membership.

Approved this date of: January 11, 2012

By:

\_\_\_\_\_, President

\_\_\_\_\_, Secretary