

NESKOWIN CITIZEN ADVISORY COMMITTEE BYLAWS

Adopted October 14, 2023

MISSION

The Neskowin CAC is a group of citizens organized under Statewide Planning Goal 1 (adopted by the State Land Conservation and Development Commission on Dec. 27, 1974, effective Jan. 1, 1975) as an advisory body to local, state, and federal government agencies and citizens.

The Neskowin CAC is dedicated to promoting communications between the citizens and government bodies on land use and other relevant issues, and operates pursuant to Order #13-034 as adopted by the Tillamook County Board of Commissioners on May 1, 2013.

DISTRICT

The Neskowin CAC shall have an area of responsibility which includes Cannery Hill to the north and Slab Creek Road to the south.

ACTIVITIES

Activities will be determined by the membership and may include, but not be limited to, making recommendations to applicable governmental bodies on land use, environmental, public safety and public health matters and actions, suggesting community plan and county code amendments, advocating for consideration of county services and other matters deemed relevant by the membership and conducting special community studies. In all activities, the Neskowin CAC shall provide for and encourage increased citizen participation.

MEMBERSHIP

Membership is open to all legal residents of the United States who are at least 18 years old and who reside in, own property in, or are a business owner or operator within the area of responsibility outlined above. A copy of the Bylaws, meeting notes and agendas, and other relevant documents shall be available to each member and shall also be posted on the NCAC website.

Membership in the Neskowin CAC extends full rights of participation, including the right of voting in Neskowin CAC meetings. A member must sign the attendance sheet at each meeting in which the member votes. In the event of an electronic meeting, each member who wishes to vote must be electronically registered prior to the vote. Registration for all meetings shall include both the name and the address of the registering member in order to confirm voter eligibility.

Contributions will always be encouraged. Contributions and fund raising activities will be used to offset the cost of the Neskowin CAC.

STRUCTURE & RESPONSIBILITIES

The Neskowin Citizen Advisory Committee is organized as a public body as defined by the Oregon Public Meeting Law.

The primary role of the Officers is to facilitate the achievement of the mission of the Neskowin CAC. Officers shall serve staggered two-year terms from July 1 to June 30.

At the first election of officers, the Vice-Chair and Treasurer shall be elected for a one-year term. At the second election for the Vice-Chair and Treasurer, the terms will commence for two years.

No Officers of the CAC shall receive any financial payment for their services. Officers may, with membership approval, be reimbursed for expenses incurred on behalf of the Neskowin CAC

Chair

1. Conducts Neskowin CAC meetings.
2. Is spokesperson in official capacity for the Neskowin CAC.
3. Coordinates Officers' actions.
4. Selects representatives to attend meetings and hearings.
5. Appoints committee members and coordinates activities of all standing committees.
6. Sets the Agenda items, in consultation with the Officers.

Vice-Chair

1. Serves as Chair in the absence of the Chair.
2. Assists the Chair at the Chair's request

Secretary

1. Records minutes of the meetings.
2. Maintains electronic copies of all meeting minutes and makes said copies available to members in a timely manner.
3. Maintains any paper or public records of the Neskowin CAC, including but not limited to:
 - Meeting attendance
 - An email roster
 - Minutes of the meetings
 - General history of the Neskowin CAC
 - Bylaws
 - Any other related public documents
4. Maintains a list of all committees and members.
5. Relays relevant postal mail to the appropriate officer or committee chairperson.
6. Prepares the agenda and mailings in coordination with the other officers.
7. Posts a meeting notice at prominent locations in the District.

Treasurer

1. Receives and deposits funds of the Neskowin CAC in a timely manner in accordance with Officers' directions.
2. Prepares Accounts Payable for approval at scheduled meetings.
3. Maintains Financial Records and reports at scheduled meetings.
4. Ensures that two Officers follow the requirement to sign all Neskowin CAC Checks.
5. Prepares annual budget for approval by members at the Annual Meeting.
6. Presents an annual financial report.

In addition to the four Officers named above, the Chair may appoint a Communications Coordinator. The purpose of the Coordinator is to help with the technological needs of the Neskowin CAC (NCAC). In the event that the Chair does not appoint a Communications Coordinator, the responsibilities of the Coordinator shall be handled by the Secretary.

The **Communications Coordinator** shall:

1. Maintain the NCAC website.
2. Hold the main Administrative role for the NCAC website, Zoom account and any other communication related electronic accounts.
3. Maintain the NCAC electronic database and archives and facilitate access to said archives for the NCAC Secretary, Officers and other contributors and volunteers as needed.
4. Upload electronic records for the NCAC to the NCAC cloud storage database and a local NCAC storage device including but not limited to:
 - Meeting attendance
 - Email roster
 - Minutes of the public meetings
 - General history, maps and files for the NCAC
 - Bylaws
 - Any other related public electronic documents
5. Post notices of Land Use applications meetings and related County rulings regarding Neskowin area properties to the Neskowin CAC website.
6. Facilitate communications between the NCAC officers, Tillamook County, and the NCAC membership.
7. Relay relevant email to the appropriate officer or committee chairperson.
8. Email meeting agendas to the NCAC membership roster and post the meeting notices and agendas on the Neskowin CAC website.
9. Email the link and registration for electronic meetings to the NCAC membership and post the meeting link on the NCAC website.
10. Host or assist in hosting electronic meetings and archive records and data from said meetings in accordance with Oregon Public Meeting Law.

COMMITTEES

Initially, there shall be two standing committees, a Bylaws committee and a Nominations committee, established by these Bylaws.

The Bylaws Committee will be composed of at least three (3) and no more than seven (7) members. The committee will be responsible for reviewing changes to the bylaws suggested by the Chair or the general membership. The committee will prepare reports to the general membership with recommended actions to be taken. The Bylaws committee shall serve a one-year term from July 1 to June 30.

A Nominations Committee will be appointed by the Chair four months before an election. The purpose of the Committee shall be to prepare a slate of candidates for each position. The Committee is dissolved after the election.

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

Members of both Committees, or any others formed by the NCAC, will be recommended by the Chair and voted on by the Neskowin CAC general membership.

The Chair shall seek committee membership that reflects a cross-section of the community interests and viewpoints.

Committee members with three consecutive unexcused absences may be removed from the committee by the Chair.

Committees shall record and provide minutes of committee meetings to the Secretary.

Committees shall make recommendations to the General Membership by a majority vote of the committee membership.

MEETINGS

All meetings shall be open to the public and be governed by the Oregon Public Meeting Law, these Neskowin CAC Bylaws, and Robert's Rules of Order as appropriate.

General Membership meetings will be held on the Second Saturday of February, April, June, August, October and December at 10 a.m., in a place to be determined by the Chair.

In the event that circumstances are not safe for members to hold an in-person meeting, the Chair may elect to hold the meeting via Electronic Meeting (video conferencing).

The Chair will ensure that all CAC meetings provide an electronic option in order to ensure a maximum participation of members who may not otherwise be able to attend. The June meeting shall be the Annual Meeting for the election of Officers and appointment of committee members.

Meeting notices shall be posted at least 14 days in advance of the meeting date on the NCAC website and in at least three prominent locations within the Neskowin CAC boundaries.

In the event of an Electronic Meeting or a Hybrid Meeting, the meeting link and registration shall be emailed to members and posted on the NCAC website at least 14 days in advance.

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. The link for the electronic meeting option shall be posted on the CAC website at least two days prior to the meeting.

QUORUM

Subject to these Bylaws, for regularly scheduled and special meetings, a minimum of 8 members must be present to constitute a quorum to conduct a meeting and take action.

For electronic meetings, there must be eight members total in attendance to constitute a quorum, as confirmed by the electronic record of the meeting.

For the Bylaws committee, 3 members must be present to constitute a quorum.

MOTIONS

Any members attending meetings may present motions.

CONFLICT OF INTEREST

After each meeting is called to order and the minutes of the prior meeting are acted upon, but prior to the start of each meetings' agenda of new business, the Officers will be asked by the Chair or Vice Chair to declare any conflicts of interest that may exist, or are perceived to exist, regarding action items to be discussed at that meeting.

If any Officer votes or proposes a position on a proposition in which the Officer has a direct, indirect, special or financial interest, that Officer is obligated to disclose the existence of such interest to the membership before voting or proposing a position.

All discussions of conflict, perceived or real, shall be made part of the record by the Secretary.

VOTING

Neskowin CAC actions shall be by majority vote of the members, including Officers, present.

Voting shall be by a show of hands. In the event of an electronic meeting, those attending remotely shall register their vote via electronic polling.

The Secretary shall make a permanent record of the electronic poll. In the event that electronic polling is not available, the Chair may request a roll call vote.

Any member or Officer may request a roll call vote. Roll call votes shall be made part of the record by the Secretary.

Minority viewpoints shall be made a part of the record by the Secretary. Members may also submit their minority positions in writing at the time of the meeting to the Chair and Secretary, who shall include that position in the record and in any Neskowin CAC report.

ELECTIONS

Elections shall be held for Officers whose terms are expiring at the June meeting.

Nominations shall be opened by the Chair at the April Meeting immediately prior to the June meeting.

Any willing member of the Neskowin CAC shall be eligible to be nominated for office. Anyone can nominate himself or herself for an office.

Nominations shall be forwarded to the Nominations Committee at least seven (7) days prior to the June meeting to prepare a slate for the elections. Nominations will also be accepted from the floor.

The Secretary shall present the slate of candidates at balloting. Separate balloting shall be done by a vote of the members present for the offices of Chair, Vice-Chair, Treasurer, and Secretary; balloting shall be subject to the requirements of the Oregon Public Meeting Law.

The winner shall be the candidate who receives a majority of the votes. In case of a tie between the two top vote getters or a failure of any candidate to receive a majority of the votes cast, a run-off shall be conducted at the June meeting between the top two vote getters. Newly elected Officers shall assume office on July 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.

COMMUNICATIONS

Written comments and agenda items for General Membership meetings will be placed on the agenda if received by the Chair by the Wednesday two weeks prior to the Saturday Meeting, as long as the proposed agenda item is within the scope of the Neskowin CAC activities.

Minutes of each meeting shall be made available to all members as soon as possible after that meeting.

E-mail shall be the preferred method of communications.

All known meetings or hearings affecting the Neskowin CAC area of responsibility will be announced at regular or special meetings or by email as appropriate.

Periodic community surveys will be taken to determine the interests and concerns of the members of the Neskowin CAC regarding land use issues.

BYLAW REVISION

A change to existing bylaws may be proposed in writing at any time to the Chair. All proposed changes in the bylaws will be forwarded to the Bylaws Committee for consideration.

The Bylaws Committee will review and report back to the membership at the next General Membership meeting on any proposed bylaw changes with a recommendation.

After review and approval by Tillamook County Counsel, any changes shall be voted on at the next meeting provided that written notice of the changes have been emailed to all registered members 10 days prior to the meeting.

Said change will become effective immediately upon the recording of a simple majority vote in favor of the proposal at the meeting.