

**NESKOWIN CITIZEN ADVISORY COMMITTEE  
BY-LAWS**

**Adopted February 3, 2018**

**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, 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 By-Laws, 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. 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. Makes copies of all meeting minutes available to all members as soon as possible.
3. Maintains 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
  - Files
  - Maps
  - By-Laws
  - And other related public documents
4. Maintains list of all committees and members.
5. Relays relevant postal mail to the appropriate officer or committee chairperson.
6. Prepares agenda and mailings in coordination with the other officers.
7. Sends out all agendas and mailing via email, and through the NCAC website.
8. Posts meeting notices on the website and at a minimum of three 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 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.

#### **COMMITTEES**

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

The By-Laws Committee will be composed of at least three (3) and no more than five (5) members. The committee will be responsible for reviewing changes to the by-laws suggested by the Chair or the general membership. The committee will prepare reports to the general membership with recommended actions to be taken. . The By-Laws 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 By-Laws, and Robert's Rules of Order as appropriate.

General Membership meetings will be held on the First Saturday of February, April, June, August, October and December at 9 a.m, except 10 a.m. in June and August, in a place to be determined by the Chair. 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.

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.

## **QUORUM**

Subject to these By-Laws, 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 the By-Laws committee, 3 members must be present to constitute a quorum.

## **MOTIONS**

Any members attending meetings may present motions.

## **CONFLICT OF INTEREST**

Prior to the start of each meeting, the Officers will be asked to declare any conflicts of interest that may exist regarding action items to be discussed at that meeting. If an Officer votes or proposes a position on a proposition in which the Officer has a direct special or financial interest, the Officer is obligated to disclose the existence of such interest to the membership. This information 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. 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 by-laws may be proposed in writing at any time to the Chair. All proposed changes in the by-laws will be forwarded to the By-Laws Committee for consideration. The By-Laws Committee will review and report back to the membership at the next General Membership meeting on any proposed by-law 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.