

## **BYLAWS**

### **SOUTHWEST COASTAL CITIZENS ADVISORY COMMITTEE**

#### **(SOUTHWEST COASTAL DESIGN REVIEW COMMITTEE)**

#### **ARTICLE I NAME**

The Committee shall be known as the Southwest Coastal Citizens Advisory/Southwest Design Review Committee hereinafter referred to as the Committee.

#### **ARTICLE II OBJECT**

The Committee shall make recommendations to the Clatsop County Director of Transportation and Development, the Clatsop County Hearings Officer, or the Planning Commission pertaining to any land use or development applications in the Arch Cape Rural Community Boundaries.

#### **ARTICLE III MEMBERSHIP**

Section 1. Membership is contingent upon, and members are bound by, requirements set out in the following documents:

- Oregon Revised Statutes (ORS 215),
- Goal 1 of the Clatsop County Comprehensive Plan,
- Ordinance #80-14, Ordinance #01-10,
- The County Policy 8: Committees, Commissions and Boards, and by the Oregon Government Standards and Practices Law
- Oregon Public Meeting Laws

Every new member shall receive a copy of these documents along with these bylaws.

Section 2. The Committee shall consist of seven (7) members appointed by and serving at the pleasure of the Board of Clatsop County Commissioners hereinafter referred to as "Board", each to serve for a term of four years or until their respective successors are appointed. Terms shall be staggered so either one or two members are appointed annually. The first Committee members appointed after adoption of these bylaws shall determine their terms by lot or agreement. Two members shall serve four years, two three years, two shall

serve two years and one shall serve one year. Members are limited to two (2) consecutive full terms of office.

Section 3. The members of the Committee shall be property owners or residents of Arch Cape Rural Community.

Section 4. Members of the Committee shall serve without compensation other than reimbursement for duly authorized expenses, approved by the Transportation and Development Director according to Board Policy.

Section 5. No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession, if possible.

Section 6. Members shall attend all meetings faithfully except in such cases of illness or where a request to be absent has been approved by the Director of the Department of Transportation and Development or his designee prior to such meeting. The Director of the Department of Transportation and Development may excuse a member for up to three regular Committee meetings per calendar year. If a Committee member is absent more than three times and has failed to secure the approval of the Director of the Department of Transportation and Development for such absence(s), his (her) absences may be considered misconduct or non-performance of duty.

Section 7. Members may be removed from the Committee under the following rules:

- a. Members may request that they be removed for personal or other reasons. Such requests shall be made to the Board.
- b. The Committee may, after a committee hearing, recommend removal of any member for non-performance of duties or misconduct. Such recommendation for removal shall be made to the Board.
- c. Unless otherwise provided by law, the Board may remove any appointed committee member from his or her appointment by majority vote of the Board, requiring the affirmative vote of at least (3) three Commissioners.

Section 8. Any vacancy on the Committee shall be filled by the Board for the unexpired term, and shall meet all the requirements of membership.

#### **ARTICLE IV OFFICERS**

Section 1. The officers of this Committee shall consist of a Chairman and Vice-Chairman.

Section 2. Election of officers shall occur annually at the first meeting of the year, and elected officers shall take office at the end of that meeting.

## **ARTICLE V OFFICER'S DUTIES**

Section 1. It shall be the duty of the Chairman to preside at all meetings of the Committee; to enforce observance of the rules of procedure; to decide all questions of order; offer for consideration all motions regularly made; apportion duties of the members of the Committee; call all special meetings; appoint all necessary sub-committees, and perform such other duties as his office may require. The Chairman shall make no motion or amendment to a motion.

Section 2. In the absence of the Chairman, the Vice-Chairman shall perform his/her duties.

Section 3. In the absence of the Chairman and Vice-Chairman, the Committee shall elect a temporary Chairman for the particular meeting in question.

Section 4. It shall be the duty of the Department of Transportation and Development to keep minutes of all meetings and carry out the duties hereinafter prescribed and as otherwise directed by the Committee. These minutes are to be kept in the Department of Transportation and Development office.

## **ARTICLE VI MEETINGS**

Section 1. This Committee will generally hold its regular meeting on the third Wednesday of each month if Design Review applications are on file for review. Special meetings may be called by the Chairman, or Director of Transportation and Development as required.

Section 2. The place and hour of any meeting may be changed by the Chairman of the Committee if adequate notice can be given to the public and all interested parties in compliance with Oregon Public Meeting Laws.

Section 3. The Committee may hold work sessions after appropriate notice to the public and all interested parties. Work sessions are meetings between the Committee and staff rather than public hearings; however, the public may attend.

Section 4. In determining a quorum all members present at the meeting including the Chairman and any member(s) who may from time to time abstain from voting on an issue regardless of the reason for the abstention shall be counted. Each decision of the Committee shall be made by an affirmative vote of a majority (50 percent plus one) of the total appointed membership of the Committee.

Section 5. Except as otherwise provided to the contrary by County rule or State law, these Rules of Procedure, Robert's Rules of Order, Newly Revised (current edition) shall apply to the procedures of all Committee meetings.

## **ARTICLE VII CONFLICT OF INTEREST**

Section 1. Members shall be required to vote on all matters which require a decision unless a member has a conflict of interest.

Section 2. Members of the County Commission or County Planning Commission shall not be eligible for membership on this Committee.

## **ARTICLE VIII PUBLIC HEARING**

Section 1. All public hearings before the Committee shall be conducted by the Chairman except as otherwise provided in Article V, Sections 2 and 3. Any interested party may represent themselves or be represented by others. Any person speaking at a public hearing shall first identify themselves by name and address, and if appearing in a representative capacity, identify who they represent.

Section 2. The order of proceedings shall be as set forth in Ordinance 80-14.

Section 3. The Chairman shall have the right to limit testimony on any public hearing matter when he/she feels the Committee has received adequate representative testimony of all sides of the matter.

## **ARTICLE IX SPECIAL RECORDS**

Special records shall be maintained by the Department of Transportation and Development for special reports or policies made by the staff or the Committee, which are in writing or audio. Committee minutes shall be on file in the Department of Transportation and Development.

**ARTICLE X  
BYLAWS**

The Committee is authorized to recommend bylaw amendments consistent with County ordinances and applicable provisions of State law. Such bylaws shall be effective upon approval by the Board.

**ARTICLE XI  
DISSOLUTION**

If persistent involvement and active participation of the Southwest Coast Citizens Advisory Committee/Southwest Design Review Committee is no longer demonstrated and the Board determines the Committee is no longer useful or necessary, the Committee may be discontinued by majority vote of the Board.

