

MODEL CAC BY-LAWS

ARTICLE I - PURPOSE

- A. The purpose of the *{Name}* Citizens Advisory Committee is to provide a forum for all citizens of the *{Name of CAC area}* area to participate in land use decisions which may affect the community. The *{Name}* CAC will serve as a community forum where all residents may participate in discussing land use applications and matters affecting the community.
- B. These by-laws will define the function and operation of the *{Name}* CAC to ensure that the purpose as stated above is met.
- C. The Josephine County Citizen Involvement Program and By-Laws (Ordinance 93-13, as is now or as it is amended) are incorporated by reference into these by-laws.

ARTICLE II - MEMBERSHIP

- A. Participation in the *{Name}* CAC shall be open to all bona fide residents and property owners within the CAC area (as the area is shown on the official CAC maps of the planning office). Voters must be at least 18 years old.
- B. All members are eligible to vote in elections for the CAC board members and are entitled to participate in all regular and special meetings of the CAC, subject to reasonable rules of order, and to express opinions regarding matters under consideration.

ARTICLE III - CAC BOARD MEMBERS & OFFICERS

- A. The CAC board shall be composed of not less than five (5) members who shall be elected by the CAC constituents at an election that meets the requirements of Article IV.
- B. Positions for board members shall be numbered and staggered to assure a complete turnover does not occur at any given election. At the initial election, the positions with the longest terms shall be filled by individuals in the order of the highest number of votes received. Ties shall be determined by a toss of coin. Thereafter, terms shall be for *{one, two, three, four—chose a number}* years. initial terms for elected The term of office for CAC board members shall be staggered
- C. If a CAC board member is unable to fulfill the term they were elected for, the CAC board shall appoint a person to fill the remainder of the term. If alternate CAC Board members are elected, then the alternate shall fill the unexpired term.
- D. The board of directors shall establish and maintain reasonable rules for the order and conduct of CAC meetings.
- D. As the first order of business after each election, or upon vacancy, the board of directors shall elect a chair, vice-chair and secretary-treasurer, who shall be responsible for the following duties:

1. Chair

- a. The chair shall conduct the CAC meetings and to ensure that all who want to participate in a meeting are allowed to do so, and to assure adopted rules of procedure are followed.
- b. The chair shall represent or assign someone to represent the CAC when the CAC wishes to give a report on a land use application or issue at a land use hearing.
- c. The chair may perform other duties required by the CAC Board and/or membership.
- d. The vice-chair shall perform the duties of the chair during times of absence.

2. Secretary-treasurer:

- a. The secretary-treasurer shall be responsible for keeping records of any meetings and for preparing the majority and minority reports, and votes by the constituency.
- b. The secretary-treasurer shall be responsible for keeping accounts of any donation money received and expended.
- c. The secretary-treasurer shall keep the files for the CAC including correspondence and elections records.
- d. The secretary-treasurer shall be responsible for reporting the election results to the Planning Department within the required time period.
- e. The secretary-treasurer shall perform the duties of the chair in the absence of the chair and vice chair.

E. *(The CAC may insert some information about unexcused absences and allow for the replacement of members who are elected but are not able to fulfill the meetings requirements. This is not required and is up to the drafters.)*

ARTICLE IV - CAC ELECTIONS

The CAC shall elect board of directors and alternate board of directors using the following procedures:

- A. The elections shall be open to qualified voters of each CAC area.
- B. Voters must be verified residents or property owners of the CAC area. There shall be an identification check at the time of polling using such verification as drivers license, landlord's statement, and/or property tax statement.
- C. Absentee ballots shall be accepted for the CAC election. There will be only one ballot per qualified voter, with the marked ballot folded and inserted into an envelope. The voter will then sign their name, current address, and where appropriate, identification of owned property in the CAC area, across the edge of the sealed envelope. This envelope may then either be mailed, or given to a second party to be delivered to the election place so that it arrives no later than the time of the election. Once it has been verified that the ballot was from a qualified voter, the

envelope shall be opened and the folded ballot included with the rest of the uncounted ballots.

- D. Elections shall be well publicized through newspaper publication and/or mail notification (Grants Pass Daily Courier, Illinois Valley News), and any other reasonable and effective means, such as posters at community gathering places, emailed notices, bulletins, telephone calls, sandwich boards, etc.
- E. Elections shall be held *{state time, e.g., annually, bi-annually}* in a local community building, or wherever regular elections are held.
- F. Elections shall be held within one month before or after the anniversary date of the last election.
- G. Nominations will open at the regular meeting prior to the election date. Nominations may be submitted by sealed letter, but the nominee must know of and accept the nomination. If nominees are not able to attend, nominees shall endeavor to have a statement of policy presented at the meeting. Nominees must be informed of the requirements for serving on the board and/or as an officer. Nominations from the floor may be accepted at the night of the elections.
- H. The board of directors shall be responsible for creating ballots, voter verification sheets, tally sheets and summary report to be used at the election.
- I. The election will be overseen by two non-partisan individuals. Election results shall be certified by the non-partisan individuals and one non-involved CAC board member or CAC constituent.
- J. Election results will be announced as soon as possible but no later than fourteen days, when a copy of the results must be submitted to the Planning Office for record.

ARTICLE V - RECALL AND/OR REMOVAL OF CAC MEMBERS

Recall of one or more board members may be initiated by a majority vote in a special election that follows the applicable requirements listed in Article IV, subject to the following additional procedures:

- A. A petition for recall must be submitted to the CAC board of directors and to the planning office.
 - 1. The petition must clearly state the reason(s) for recall. The reasons must relate to specific facts that, if true, constitute a form of misconduct.
 - 2. The petition must be signed by a minimum of twenty five verified residents or property owners within the CAC area.
- B. Both the persons proposing the recall and the board members subject to the recall shall be given an opportunity to explain the reasons for and against the recall at the special recall meeting when the vote is taken.
- C. If there are at least 3 remaining CAC board members, they shall appoint replacement director(s) by a majority vote at a regular or special CAC meeting to fill the unexpired term of the recalled member(s). If less than 3 CAC board members remain after the recall election, then completely new elections shall be held in compliance with CIP requirements.

ARTICLE VI - CAC FUNCTIONS *

The functions of the CAC shall be as follows:

- A. To review and comment on any quasi-judicial land use request or action that affects land within the CAC area, or that relates to legislative changes to any element of the county's comprehensive plan. The process for this shall be as follows:
 - 1. The planning office shall send notice to the CAC at the same time landowner notices are mailed as required by the Rural Land Development Code (RLDC).
 - 2. The CAC may consider the land use item at a regular or special CAC meeting. Minutes shall be kept for this meeting.
 - 3. CAC board members must disclose at the beginning of the meeting any conflict or interest or ex parte contact with the applicant about the request and what was said.
 - 4. CAC recommendations to the planning office shall be in writing and include a majority and minority report, enumerate the reasons for the recommendation, and include all relevant information collected by the CAC in its deliberations;
 - 5. The planning office shall include the CAC recommendation into the record for the land use action for consideration by the decision maker.
- B. The CAC may recommend planning commission candidates to the board of county commissioners as a way of ensuring geographic representation on the planning commission.

ARTICLE VII - AMENDMENT OF BY-LAWS

- A. The by-laws may be amended by a two thirds (2/3) majority of the members present at a meeting. The process for amendments shall be as follows:
 - 1. The amendment will be proposed at a regular or special meeting of the CAC.
 - 2. A vote on the amendment shall take place at the next regular or special meeting of the CAC. The meetings shall be at least 2 weeks apart.
 - 3. Notice of the proposed amendment shall be given to the planning office so it may be reviewed for consistency with the CIP. A copy of the officially amended by-laws shall also be given to the planning office within 14 days after approval.
- B. The CAC shall review its by-laws no less frequently than every 5 years.