

**BY-LAWS**  
**Clatsop County Recreational Lands**  
**Advisory Committee**  
**Clatsop County, Oregon**

Approved by Committee: March 30, 2004

Authorized by County Commission: April 14, 2004

Revisions Authorized by County Commission: February 24, 2010

# **By-Laws of Clatsop County Recreational Lands Advisory Committee**

## **ARTICLE I**

### **NAME**

The Committee shall be known as the Clatsop County Recreational Lands Advisory Committee, hereinafter referred to as the Committee.

## **ARTICLE II**

### **PURPOSE**

The Board of Clatsop County Commissioners created the Clatsop County Recreational Lands Advisory Committee to assist the County in the development of long-range plans for County parks and to direct the formulation and preparation of amendments to Clatsop County's Recreational Lands Element of the Comprehensive Plan. In addition, the Committee advises County staff regarding the County's update of its Parks Master Plan; and provides a public forum for citizen input regarding proposed changes that potentially impact parks, recreational lands, trails, boat ramps and related programs within the county.

The Board of Clatsop County Commissioners may use the County Recreational Lands Committee as a primary public review body for any County actions related to recreation issues such as:

- Potential county land sales, trades or exchanges involving county park lands or lands adjoining county park properties;
- Potential county timber sales involving county park lands or lands adjoining county park properties;
- Land acquisitions;
- Major improvement proposals; and
- Annual budget proposals

## **ARTICLE III**

### **MEMBERSHIP**

Section 1. The Committee shall consist of five members who are appointed by and serve at the pleasure of the Board of Clatsop County Commissioners. Each Committee member shall serve for a term of three years or until his/her respective successor is appointed and qualified.

Section 2. The members of the Committee shall be residents of Clatsop County and, whenever possible, provide member representation from each of the county's five districts.

Section 3. Members of the Committee shall serve without compensation.

Section 4. Members who are absent more than three times during the term of office without being excused by the Chairperson will be considered to have surrendered his or her appointment.

Section 5. Any vacancy on the Committee shall be filled by the Board of Clatsop County Commissioners for the unexpired term.

#### **ARTICLE IV**

##### **OFFICERS**

Section 1. The officers of this Committee shall consist of a Chairperson, Vice-Chairperson, and Secretary as required.

Section 2. Election of Officers. Election of Officers shall occur annually at the first meeting of the year, and elected officers shall take office immediately following their election.

#### **ARTICLE V**

##### **OFFICERS' DUTIES**

Section 1. It shall be the duty of the Chairperson 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; and perform such other duties as his/her office may require.

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

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

Section 4. If necessary, the Committee can appoint a Secretary to keep minutes of all meetings and carry out the duties hereinafter prescribed and as otherwise directed by the Committee.

## **ARTICLE VI**

### **MEETINGS**

Section 1. This Committee will generally hold its regular meetings on the final Thursday of each month at noon in the Clatsop County Public Services Building 800, 800 Exchange, Astoria. It's meetings will be advertised and open to the public consistent with Oregon Public Meeting Laws.

Section 2. The place and hour of any meeting may be changed by the Chairperson 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. Quorum A quorum for the conduct of business shall be a majority (50 percent plus one) of the total appointed membership of the Committee.

Section 4. Voting Each decision shall be made by an affirmative vote of a majority (50 percent plus one) of the total appointed membership of the group.

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

## **ARTICLE VII**

### **AMENDMENTS**

The Committee may recommend by-law changes to the Board of Clatsop County Commissioners. The By-laws may be amended by a majority vote of the Board of Clatsop County Commissioners.