

**BYLAWS
CITIZEN ADVISORY COMMITTEES**

**ARTICLE 1
Name**

The name of this organization shall be the CITIZEN ADVISORY COMMITTEES (the "CAC").

**ARTICLE 2
Function**

The CAC shall assist the Benton County Board of Commissioners, and shall have the following powers and duties:

- (1) To ensure the opportunity for citizens of each CAC area to be involved in all phases of the land use planning process and other aspects of County government that relate to their CAC area;
- (2) To increase effective communication between citizens and elected and appointed County officials;
- (3) To encourage and obtain citizen input summarizing the varying points of view on those matters brought before the CACs and to convey this to the Board of Commissioners, the County Planning Commission, and to other elected and appointed County officials; and
- (4) To assist the Board of Commissioners and the County Planning Commission and staff in informing and educating citizens regarding the technical and legal aspects of land use planning.

**ARTICLE 3
Membership**

Section 1. Number and Selection.

There are six Citizen Advisory Committees covering the unincorporated areas of Benton County. The map dated December 4, 1997, showing the CAC areas, is attached as Exhibit A and incorporated by this reference into the Bylaws.

A five-member Executive Board and Alternates #1 and #2 shall be elected in each CAC area. Following election, each CAC Executive Board Member and alternate shall be ratified by the Board of Commissioners and officially recognized as a Board Member. Any resident, property owner, or person operating or leasing a business in the CAC area may be elected as an Executive Board Member or alternate. An alternate shall serve in the place of an Executive Board Member who is absent from a meeting; Alternate #1 with first priority, and Alternate #2 with second priority.

Every effort shall be made to encourage balance on the CAC Executive Boards. Such factors as geographical distribution, occupation, and size and nature of holdings shall be considered. If a reasonable effort is not made to achieve a balance, the Board of Commissioners, at the time of membership ratification, shall require a new election.

Elections for each CAC Executive Board shall be conducted at an advertised public meeting of the CAC to be held the first meeting in April preceding the beginning of the new term on July 1 of each year.

Section 2. Terms of Office.

Terms for each Executive Board member and alternate shall be three (3) years. No one shall serve on the Executive Board for more than two consecutive terms. Terms of office shall be staggered so no more than two (2) members' terms shall end in any single year. Terms of alternates shall be staggered so they both do not end in the same year.

Section 3. Responsibilities.

Committee members shall regularly attend meetings of the CAC and any meetings of the subcommittees to which they are appointed and shall fulfill other duties as appointed by the Chair.

Section 4. Termination of Membership.

The Board of Commissioners may remove Committee members as follows:

- (1) Failure to attend three or more regular consecutive meetings, whether in person or virtually.
- (2) For cause following public hearing, for reasons including, but not limited to:
 - (a) Commission of a felony;
 - (b) Corruptness;
 - (c) Intentional violation of open meetings law;
 - (d) Failure to declare conflicts of interest;
 - (e) Incompetence.
- (3) Without cause pursuant to Benton County Code chapter 3.035.

Section 5. Vacancies.

A vacancy on the CAC Executive Board shall be filled first by Alternate #1, if available and willing to serve. If not, the vacancy shall be filled by Alternate #2, if available and willing to serve. If no alternate is available, an election to fill the vacancy shall be conducted at an advertised public meeting of the CAC. A person filling a vacancy on the Executive Board shall complete the term of the original member.

**ARTICLE 4
Officers**

The following officers shall be elected from the Committee membership during the first meeting of each term year:

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. This may be in person or virtually. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote creates a tie, the Chair shall refrain from voting.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair. This may be in person or virtually.

Terms of officers shall be for one year and shall commence on January 1 of each year. An Executive Board member is eligible to be re-elected as an officer as long as he or she remains a member of the Executive Board.

ARTICLE 5

Subcommittees

Section 1. Creation of Subcommittees.

The CAC shall have the power to create subcommittees with such responsibilities as the CAC directs.

Section 2. Naming of Subcommittees.

The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the CAC concerning the work of the subcommittee. At the time of appointment, a timeline shall be proposed for reports back to the Executive Board.

ARTICLE 6

Advisors

The CAC and its subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, participate in deliberations, and attend meetings to the extent deemed appropriate by the Chair.

ARTICLE 7

Meetings

Section 1. Regular Meetings.

Meetings shall be held annually, or more frequently when called by the Chair of the CAC or the Board of Commissioners.

Section 2. Special Meetings.

Special meetings may be called by the Chair, by two Executive Board members, or by the Board of Commissioners by giving the members written or verbal notice at least 72 hours before the meeting and by giving the press written or verbal notice at least 48 hours before the meeting.

Section 3. Quorum.

Three (3) members of the CAC Executive Board shall constitute a quorum for a meeting. An alternate may serve in the absence of an Executive Board member and shall be considered as a part of the quorum.

Section 4. Voting.

Other than for elections of the Executive Board and selection of officers, voting on a matter before the CAC is not required. Advisory voting by the Executive Board or by the CAC area may be conducted if determined appropriate in developing a recommendation on an issue. No proxy voting shall be permitted.

A report can be submitted to any appropriate County agency on matters considered by the CAC. This report should accurately reflect CAC concerns regarding the matter under consideration. Minority reports may also be submitted. A copy of each report shall be submitted to the Board of Commissioners.

Section 5. Staffing.

Staff for recording the proceedings of the CAC shall be provided by the County.

The County shall conduct an annual educational training workshop for the CACs. This workshop will outline responsibilities of CACs, conduct of meetings, legal and technical aspects of land use planning and zoning, or other subjects of concern to CAC members. Additional workshops may be provided during the year.

The County shall provide each CAC with a written response to written recommendations made by the CAC to the Board of Commissioners or other County agency.

Section 6. Agenda.

The Chair, with the assistance of the Community Development Director or Director's designee, shall prepare the agenda of items requiring CAC action and shall add items of business as may be requested by individual CAC members and/or the Board of Commissioners.

Section 7. Notice.

Each CAC shall designate a specific date of the month, time, and location for the conduct of regular meetings. All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a special CAC meeting. In the event a member is provided with less than three (3) days written notice of a special meeting and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice. All meetings of the CAC shall be conducted in a location open to the public and shall not be held in a private home.

Section 8. Minutes.

Minutes recording all motions and subsequent action, including the number of yes or no votes on each issue, shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be maintained by the Community Development Department.

ARTICLE 8
Public Records and Meeting Law

The CAC is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to public records and meetings.

ARTICLE 9
Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the CAC where not inconsistent with these bylaws or any special rules of order the CAC shall adopt.

ARTICLE 10
Conflict of Interest

A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law prior to taking any action on the matter causing the conflict.

ARTICLE 11
Bylaws Amendments

These Bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the CAC, which may recommend changes at any regular meeting of the CAC by a two-thirds vote of the membership, provided the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted this 15th day of April, 2025.

BENTON COUNTY BOARD OF
COMMISSIONERS

APPROVED AS TO FORM:

Nancy Wyse, Chair

Vance M. Croney, County Counsel

Pat Malone, Vice Chair

Gabe Shepherd, Commissioner

EXHIBIT A

MAP OF CITIZEN ADVISORY COMMITTEES AREA

