

**BYLAWS  
OF THE  
OREGON CITY PLANNING DIRECTORS ASSOCIATION**

**Article I: Name and Definitions**

The name of this organization shall be the Oregon City Planning Directors Association (OCPDA).

Definitions:

1. "City" means any one of the incorporated cities in the State of Oregon.
2. "Executive Board" means the President, Vice-President, Secretary, and four (4) at-large members, as elected by OCPDA members. The Executive Board also includes an unelected Treasurer.
3. "General Member" means a person who: (1) meets the membership criteria as set out in Article III and (2) has paid the annual dues set out in Article VIII.
4. "Officer" means the President, Vice-President, Secretary, or Treasurer of the OCPDA.
5. "State" means the State of Oregon, unless otherwise noted.

**Article II: Purposes**

The general purposes of the OCPDA shall include, but not be limited to, the following:

1. To foster and facilitate professional education, advice, support, and leadership on planning policy at the national, state, and local levels, by advocating for and supporting our members and engaging local, state, and federal agencies on planning and community development interests.
2. To work with the League of Oregon Cities in representing planning and community development interests to local, state, and federal agencies, and to the Legislature.
3. To promote the need for and value of effective planning policy and programs in Oregon.
4. To provide a forum for the exchange of ideas, information, and best practices, and to promote communication and collaboration among city planning professionals, through the maintenance and administration of an email listserv.

## **Article III: General Membership**

OCPDA welcomes for membership all who meet the following criteria:

1. The chief planning administrator or the chief planning administrator's designee of any of the incorporated cities in the state of Oregon, or a planner or other employee involved in city planning policy employed by any council of government in the state of Oregon.
2. Membership shall become effective upon acceptance of the same by any eligible member as described in the preceding paragraph, and by the payment of the annual dues as set out in Article VIII.
3. In the event that a member resigns or leaves the employment of a city or council of government, that city or council of government may choose to appoint a new member to the position, provided that the new member meets the membership criteria described in the preceding paragraph.
4. Members who are in transition between cities or councils of government may maintain their membership for the remainder of the membership year.

## **Article IV: Executive Board; Officer Duties**

The OCPDA Executive Board shall consist of a President, Vice-President, Secretary, and four (4) at-large members. All Executive Board members must be a general member of OCPDA prior to membership on the Executive Board and must continue to meet general membership criteria, as described in Article III, while on the Executive Board. No two members of the Executive Board may be employed by the same city or other organization. The Executive Board shall also include a non-voting Treasurer. The Treasurer shall be a member of the staff of the League of Oregon Cities and need not meet the general membership criteria as described in Article III. OCPDA members shall elect Executive Board members, except for the Treasurer, according to the procedure set out in Article VI.

OCPDA officer duties shall include:

1. The President of OCPDA shall preside at meetings of the general membership and Executive Board, respectively, shall appoint all special committees, and shall generally represent OCPDA. The President shall also set the annual budget for OCPDA as set out in Article VIII.
2. The Vice-President shall perform the President's duties in the President's absence.

3. The Secretary shall keep minutes of all OCPDA meetings, including the annual meeting, general membership meetings, and Executive Board meetings.
4. The Treasurer shall maintain OCPDA funds and accounts and provide OCPDA with quarterly financial statements.

## **Article V: Meetings**

OCPDA shall hold an annual meeting in conjunction with the annual conference of the League of Oregon Cities. Additional meetings may be scheduled by the President.

## **Article VI: Executive Board Elections; Terms of Office; Vacancies**

1. Elections to the Executive Board shall be conducted by electronic means. OCPDA members wishing to be nominated for election to the Executive Board shall submit their name to the President for inclusion on the annual ballot per the process outlined in Paragraph 3 of this Article.
2. Executive Board members shall serve two-year terms.
3. By July 1 of each year, the President shall notify all OCPDA members to inform them that nominations for the OCPDA Executive Board are open. Members wishing to be included on the annual ballot must submit their nomination to the President by August 1. Nominations must indicate which position the member seeks. The President shall send the annual ballot to all OCPDA members no later than September 1. Nominees shall be elected to the OCPDA Executive Board by a majority vote of the members who cast a ballot prior to the annual meeting.
4. Executive Board members shall take office on the January 1 following the annual meeting at which they are elected.
5. In the event of the resignation of an officer or at-large member, the remaining members of the Executive Board shall select a member of the OCPDA to fill the vacant position. The interim officer or at-large member shall serve the remainder of the term of the position that was vacated.
6. Officers shall be elected in even-numbered years. At-large members in even numbered positions shall be elected in even-numbered years, and at-large members in odd numbered positions shall be elected in odd-numbered years.
7. In the election held in 2019, the results of the elections will reduce the board's membership to the officers and six (6) at-large members. In 2020, elections will reduce the board's membership to the officers and four (4) at-large members. If an at-large member resigns during their term, they will not be replaced by the board

unless the resignation would result in less than four (4) at-large members. This provision of the bylaws shall be removed from the bylaws on January 1, 2021.

## **Article VII: Voting Procedure**

1. At the annual meeting and at other regular or special meetings held during the year, each member shall have one vote on any matter that requires a vote. No quorum is required for a vote to be held. Votes shall be taken by electronic means.
2. At meetings of the Executive Board, each member of the Executive Board shall have one vote, except that the Treasurer does not vote. A majority of the voting Executive Board shall constitute a quorum.

## **Article VIII: Annual Dues; Budget**

1. OCPDA shall levy annual membership dues to cover OCPDA expenses.
2. Prior to the January Executive Board meeting, the President shall prepare a tentative budget for the coming calendar year for review and discussion by the membership. The tentative budget shall be sent to OCPDA membership by electronic means at least two (2) weeks prior to the January Executive Board meeting. The adopted budget and subsequent modifications shall be sent to OCPDA members by electronic means.

## **Article IX: Amendments to the Bylaws**

The bylaws may be amended at the OCPDA annual meeting by a majority vote of the members present. The Executive Board may also submit bylaws amendments to the membership by electronic means. When submitted by electronic means, the bylaws shall be amended by the affirmative, written responses of a majority of all members voting within two (2) weeks of the transmission of the proposed bylaws amendment to the membership.