



# Josephine County, Oregon

Board of Commissioners: Jim Riddle, Dwight F. Ellis, & Jim Raffenburg

## PLANNING OFFICE

Michael Snider, Director

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## STEP-BY-STEP INSTRUCTIONS FOR FORMING A CITIZEN ADVISORY COMMITTEE (CAC)

### Step One. HOLD ONE OR MORE INFORMAL ORGANIZATIONAL MEETINGS

- Participants must reside within the boundaries of the CAC (the planning office can furnish a map and list of residences within the boundary)
- Although the formation group can be made up of any number of residents, Ord. 93-13 ultimately requires at least 5 residents serve as elected board members
- The original participants will act as a CAC formation committee
- When forming a CAC it is important to provide the planning office with the name, address and telephone number of the contact person for the formation committee

### Step Two. ESTABLISH A DATE FOR A FORMAL ORGANIZATIONAL MEETING.

- The organizational meeting must be held prior to the election of board members. The purpose is to obtain nominations for board members of the CAC and to agree on draft by-laws to govern operation of the CAC
- There is no official requirement to publicize the organizational meeting, but the root of an effective CAC is community participation, so some level of advertisement is desirable
- The purpose of the meeting is to obtain nominations for board members of the CAC
  - At least 5 names must be nominated
  - Nominations should be allowed from the floor at the meeting
  - All nominees must know and consent to their nominations
  - Nominees should be prepared to provide a brief personal statement about how they intend to participate on the CAC board

OFFICE HOURS 8-12 & 1-3 (Mon & Fri) 8-12 (Tue, Wed & Thur)



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- It is possible to have a Citizen Involvement Committee (CIC) representative attend the organizational meeting, but Ord. 93-13 does not require it; this will have to be arranged in advance through the planning office
- CIC members may also perform the task of “running” the election, but Ord. 93-13 does not require it; this must be arranged in advance through the planning office

### **Step Three. ESTABLISH A MEETING FOR THE ELECTION OF BOARD MEMBERS**

- Ord. 93-13 requires at least one day between the organizational meeting and the election meeting, but the planning office recommends at least 7 days between the two meetings
- The election place must be established
- The beginning and ending times for the election must be established
- Procedures for the election meeting must be in place:
  - How newspaper publication will be handled
  - How absentee ballots will be handled
  - How residence and property ownership will be verified (to include the forms to record this information)
  - How nominations from the floor will be handled
  - How tie votes, if they occur, will be resolved
  - The names of the two non-partisan volunteers who will run the election (members from the CIC may perform this function, but will have to be approved in advance)

### **Step Four. NOTICE PROCEDURES**

- The planning office has supported start-up CAC elections in the past by paying for some or all of the cost for mailing election notices to residents, or by furnishing mailing labels, paper and envelopes, contact the planning office to determine whether funds are available to assist with the mailing of notice

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- If mailed notice is used, the organizational meeting (for the nomination of board members) and the actual election meeting (for election of board members) should be handled in one notice (this is not required, but is greatly preferred because it reduces mailing expenses)
  - The two meetings must be separated by at least one day; a week between the organizational meeting and the election is recommended
  - The notice should state the date, time and place of the organizational meeting and clearly explain that the purpose of the meeting is to form a CAC to act in land use matters
  - The notice should also state that nominations will be accepted at the organizational and election meetings, and that nominees must be 18 years of age, consent in person or in writing and reside or own property within the CAC
  - The notice must also state the date, place and the starting and ending times for the election meeting
  - The notice should contain the name and telephone number of one or more persons from the formation committee who can be contacted for information
  - It is recommended the notice be mailed at least 10 days prior to the organization meeting

### **Step Five. HOLD THE ORGANIZATIONAL MEETING**

- A sign-in sheet should be maintained for the organizational meeting that shows who attends
- The first item of business is to establish the number of board members for the CAC (5 is the minimum number)
- The second item of business is to accept nominations for names of people to fill the number of board positions
  - The number of nominations cannot be less than the number of board members, but it can be more
- The third item of business is to make arrangements for absentee ballots for CAC residents or property owners who cannot attend the election meeting

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- The fourth item of business should be a decision concerning who will perform the function of running the election
  - Ord 93-13 says it must be “a non-partisan volunteer group with a minimum of two persons”
  - The CIC may perform this function, but this must be arranged in advance through the planning office
- The fourth item of business could be any issue regarding provisions in the by-laws; to cover issues like:
  - The length of board member terms
  - How the terms for board positions will be staggered for future elections
  - How board members will be replaced if they resign in mid-term or fail to attend meetings
  - The number of officers and their titles, functions and how they will be elected (Ord. 93-13 requires that there be a presiding officer and a secretary-treasure, but there may be additional officers)
  - Meeting places, dates and times
  - A model charter is available from the planning office, but any charter format that meets Ordinance 93-13 can be used

### **Step Six. HOLD THE ELECTION MEETING**

- Ballots must be created prior to the meeting, to include absentee ballots
- For absentee ballots:
  - Only one ballot per qualified voter, with the marked ballot folded and inserted into an envelope
  - The voter must sign then sign his or her name across the top of the sealed envelope and indicate a current residence address, or the location for the property that is owned and relied upon for qualification

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- The envelope may be mailed or given to another person for delivery, but it must be received at the election meeting during the time established for voting
- The non-partisan volunteers shall verify and then open the envelope and include the folded ballot with the other ballots
- No ballots shall be received after the time specified in the notice for when voting ends
- A voter verification registry shall be maintained during the elections that shows
  - The signature of each voter
  - The residence address or the address of owned property for each voter
  - The method of verification (drivers license #, voter registration card, property tax bill, renter's proof (current utility bill, rent receipt or rental agreement) for each voter
  - The initials of the person verifying the information (recommended)
- After the polls close, the non-partisan volunteers shall count the ballots and tabulate the results
- The non-partisan volunteers shall verify in writing and sign the election results

### **Step Seven. POST ELECTION PROCEDURES**

- A copy of the verified election results must be furnished to the planning office no later than 14 days after the election, to include copies of all ballots and empty absentee voter envelopes
- A copy of the voter verification registry must be furnished to the planning office
- The board members must meet and adopt by-laws to govern the conduct of the CAC's business
- The by-laws must contain (at a minimum):
  - The number of directors
  - A provision for annual elections for directors

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- The organization of officers (length of term, number of consecutive terms, the staggering of terms)
- Recall procedures for board members
- The CAC must furnish the planning office with a list of the officers, with addresses and day-time telephone numbers
- A copy of the adopted by-laws signed by the original board members must be furnished to the planning office

### **Step Eight. PLANNING OFFICE & CITIZEN INVOLVEMENT COMMITTEE RESPONSIBILITIES**

- The planning office will review the documentation to determine completeness
- When determined complete, the planning office shall package all of the CAC formation documents and then schedule the matter on the soonest available agenda for a meeting of the CIC
- The CIC shall review the CAC formation documents for compliance with the requirements of Ord. 93-13; if compliance is determined, the CIC shall certify the CAC as being an officially recognized pursuant to the requirements of Ord. 93-13

### **Step Nine. ON-GOING RESPONSIBILITIES OF THE CAC**

- The CAC shall maintain a copy of the CAC by-laws, together with a full copy of Ord. 93-13 (as it may be amended)
- The CAC is responsible for scheduling and conducting annual elections that comply with Ord 93-13 and the CAC's by-laws
  - Copies of the election results must be submitted to the planning office within 14 days of the election
  - The election results must be certified by a CAC board member who was not up for election
- The CAC may call public meetings to consider land use requests

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- The CAC must make and keep minutes for all CAC meetings
- Twenty-four hour public notice prior to all CAC meetings must be conspicuously posted at a convenient, central location (post office, grocery store, county service building, etc.)
- CAC recommendations regarding land use requests must be in writing, to include a majority and minority report, a list of reasons for each decision, and the data or information collected by the CAC in its deliberations

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