

**Villages at Mt. Hood Board of Directors  
Process to Amend and Update Village Bylaws  
Satisfying "Open and Public Process" as required by Bylaws of May 6, 2006  
Adopted December 19, 2006**

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**I. Individual/proponent creates a proposed change**

1. A well formed proposal is brought forward by an individual who will then represent the proposal to the community in the appropriate meetings. The form of such a proposal is:
  - a. problem statement: what is the issue being addressed,
  - b. an exact wording and placement of proposed replacement/addition text
  - c. rationale for the change: what is not happening that is essential.
2. The individual shall submit a "Proposal for Bylaws Change" simultaneously to:
  - a. the Chair of the Strategic Planning Committee,
  - b. the Board of Directors of the Villages at Mt. Hood
  - c. the Web Master for the web sitein time for inclusion of an announcement of "BOD Bylaws Working Meeting" in the Mountain Times by the Chair of the Strategic Planning Committee. (email, plain text preferred)

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**II. Strategic Planning uses an "open and public process" to sanitize**

1. The Chair of the Strategic Planning Committee will insure adequate public notice is made of the "BOD Bylaws Working Meeting" to meet ORS 192 requirements and maintain the faith and trust of our mountain community.
2. The proposed change shall be available to the community on the web and in the library at least 7 days before the meeting.
3. The proposed change shall be reviewed with Clackamas County Legal Counsel before the Strategic Planning Meeting and the results of that consultation made available to the meeting.
4. The Strategic Planning Committee meeting will have an open and public discussion on the proposed change.
5. With agreement of the individual bringing forward the proposal, changes may be made in the wording of the proposal. If the proposal is incomplete or requires wording changes in areas that have not been specified, then the proposal will be tabled to allow the individual to create a replacement, complete proposal.
6. Consensus is the desired result but a hand vote will be taken.
7. If a majority of the people present are in favor of the change, the proposed change along with the vote totals shall be brought forward to the next timely BOD but always assuring at least 7 days notice and availability of the proposed change.
8. If the proposal is \*not\* approved, it may not be reconsidered for at least 3 months.

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**III. The Villages at Mt. Hood Board of Directors will review and recommend changes to the Strategic planning Committee and/or forward to the Town Hall**

1. The BOD, after consideration of the proposed change approved by the Strategic Planning Committee, shall decide whether to "endorse" the proposed change.
2. The BOD will forward the proposed changes and the BOD recommendation to the BCC for approval. If approved, the changes will be taken to Town Hall.

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**IV. Proposed change must be approved at a Town Hall**

**1. Reading at a first Town Hall Meeting**

- ? At the first Town Hall meeting where adequate notice can be provided,
  - a. the proposed change as approved by the Strategic Planning Committee,
  - b. the results of the voting at the Strategic Planning Committee, and
  - c. the results of the roll call vote at the BOD meetingshall be made available to the Citizens of the Villages at Mt. Hood for review and discussion.
- ? Key issues in the Town Hall Meeting discussion will be captured and made available to the community and on the web.
- ? The individual bringing forward the proposed change may, at this point, withdraw the change or send it "back to committee" for further discussion.

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**2. Voting at subsequent next Town Hall Meeting**

The proposal will again be reviewed and a paper ballot taken to accept or reject it.

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## Background from November 8, 2006 Strategic Planning Committee meeting

60 Since the current Bylaws represent a crafted, consensus of the community that participated in their development over a 5 month period and a formal agreement of scope and operation with the Clackamas County Board of County Commissioners, the process and steps for change must move with deliberation and complete openness to insure sufficient and adequate consideration.

### Decisions/Results:

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1. The Strategic Planning Committee, as the original developing group, will manage the "open and public process" to consider changes.
  2. A meeting which considers changes will be, for the purposes of Oregon Public Meeting Laws, a "working session" of the Villages at Mt. Hood Board of Directors. This requires, at a minimum, announcement in the Mountain Times and on the Web at least 7 days before the meeting and availability of the proposed changes, at that time. (this allows more than 4 Directors to attend).

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  3. Consideration will only be given well formed proposals brought forward by an individual who will then represent the proposal to the community in the appropriate meetings. The form of such a proposal is:
    - a. problem statement: what is the issue being addressed,
    - b. an exact wording and placement of proposed replacement/addition text,
    - c. rationale for the change: what is not happening that is essential.

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  4. Approval by Town Hall will occur at two successive meeting
    - a. first meeting: reading and discussion of the proposed change
    - b. second meeting: review and secret ballot

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