



Oregon Association
of
Telecommunications Officers and Advisors
Bylaws

A Chapter of the
National Association of Telecommunications
Officers and Advisors (NATOA)



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Name, Office and Purpose of Association

Name and Office

The name of the organization shall be the Oregon Chapter of the National Association of Telecommunications Officers and Advisors (OATOA), hereafter OATOA or Association.

Purpose

The purpose for which OATOA is formed is not for profit and is set forth in these Bylaws. All OATOA purposes or activities shall be guided by the National Association of Telecommunications Officers and Advisors (NATOA).

The OATOA Chapter of NATOA is a professional association composed of individuals and organization serving residents through city and county government and regional authorities in the state of Oregon in the development of rules and procedures governing utility placement and operation within those jurisdictions, including but not limited to cable television, PEG, Access Networks, and other utility and telecommunication systems.

These purposes are:

- Establishing and administering a system for the sharing of information about rights or way management, permitting, and other utility broadband, cable and telecommunications issues and activities that affect local governments.
- Researching, representing and advocating as appropriate for local government needs.
- Providing technical and other information assistance to its members.
- Providing education and training to member agencies and related jurisdictional representatives.
- Providing a forum for open and balanced discussion and debate of issues.
- Communicating cooperatively with other professional organizations for the overall improvement of services to the public.
- Assisting in the development and operation of PEG Networks, telecommunications and information opportunities for local communities.
- Endorsing NATOA's professional code of ethics.
- Any other purpose determined by membership.

Affiliations

OATOA may, by separate agreement establish and maintain an affiliation with other non-profit and governmental organizations sharing common interests and concerns.

Membership

When a person becomes eligible for membership in OATOA, an Officer, or designee, shall extend membership invitation. Membership is optional. When accepting membership into OATOA, it is agreed that all members will conduct themselves in a professional manner, consistent with NATOA principals, guidelines and rules.

General

OATOA membership privileges, are provided to individuals and organizations serving residents through employment with a city and county governments, in the State of Oregon including PEG access members, and state or national associations of Cities, Counties, States (such as League of Oregon Cities), or elected officials (such as US Conferences of Mayors), who are currently members in good standing of NATOA (including the NATOA membership categories of “Individual”, “Student”, “Agency”, and “Associate”). In no case shall representatives or employees of telecommunications companies or contractors be allowed membership in OATOA.

Privileges

General members shall have voting rights. Affiliate, Associate and Special members shall not have voting rights.

Dispute

Any dispute over membership qualifications shall be resolved, in a timely manner, by a majority decision of the Officers.

Term

Membership shall continue for the length of the current period of NATOA membership. The membership, by majority vote, can decide to extend a member’s term for designated periods of time in the event they are temporarily not a member of NATOA. A member shall notify an OATOA officer in writing of ineligibility within thirty (30) days of the occurrence of ineligible status. In no case shall membership be extended for more than 30 days.

Affiliate Members

An attorney or consultant that is a member of good standing with NATOA and contracts with an OATOA General Member, may be an Affiliate Member of OATOA. Upon request, Affiliate Members will be allowed access to the OATOA listserv and entrance into OATOA meetings, as long as a contractual relationship with a General member exists. Officers, by majority vote, shall determine requests by potential Affiliate Members. Affiliate Members will not have voting rights.

Associate Members

Any member of an official NATOA chapter can attend OATOA meetings as an Associate Member as long as they meet the OATOA membership qualifications under “General Membership.” Associate Members shall not have voting rights. Associate members may request to be added to the OATOA listserv, OATOA Officers shall determine if the addition serves the general members’ needs.

Special Members

By vote of the Association, special membership may be awarded to NATOA members not belonging to a State Chapter of NATOA. Special Members shall not have voting right in OATOA.

Removal from OATOA

Should a member, conduct themselves in a manner that is disrespectful to others, compromise the integrity of OATOA or NATOA, OATOA Officers will determine, by majority vote, if membership in OATOA will be suspended or revoked.

If membership is suspended, such suspension will be communicated and a time limit for such suspension shall be set, as determined by the Officers. After suspension, membership shall automatically be reinstated.

If membership is revoked, said member may request a meeting with the officers to request reinstatement and with permission of the majority of the Officers, shall be reinstated.

Should any member wish to no longer be a member of OATOA, that member will contact an Officer of OATOA and request deletion. Such request will be granted.

Membership Year and Records

Year

The membership year for OATOA shall be from January to December of each calendar year, consistent with NATOA membership terms.

Records

Official OATOA records shall be maintained at the official office of the Association, as designated by the members.

Membership List

OATOA shall maintain a complete list of its members. OATOA may make this list public, by means of NATOA or OATOA websites and/or social media. The Membership List may be distributed to all members as needed. Any Member may elect, by communication to an OATOA officer, not to be listed on public lists.

Affiliate, Associate and Special Members will not be listed on public lists.

Listserv

A listserv may be established for the benefits of the members. Participation on the listserv is voluntary.

Rules governing the use of the listserv shall be the same as the rules governing use of NATOA's listserv. Violation of those rules, shall be grounds for removal from said listserv and may result in loss of OATOAs membership. Such determination shall be made by a major decision of the Officers.

Each member shall be automatically added the official OATOAs listserv, if in existence, and granted access to the membership roster. Such roster shall be organized by membership type (General, Affiliate, Associate or Special). Only the General Members shall be listed on the OATOAs website available to the general public. All Members shall notify an OATOAs officer, of any informational changes to their contact information or any other information that would affect membership in OATOAs.

Any member may request to be removed from the listserv by notifying and Officer. Such request shall be granted.

Voting and Parliamentary Procedures

Voting

The term "voting member" shall refer to those classes of members authorized to vote in "Membership Privileges" of these Bylaws, as they may be amended from time to time. Voting may be done in person (voice) or by telecommunications including by not limited to video conference, telephone conference, or email.

Majority Vote

Unless otherwise specified in these Bylaws, OATOAs decisions and official OATOAs positions shall be determined by a majority vote of a quorum of voting members cast at a meeting. A quorum shall be a majority of voting members as defined in "Membership Privileges." In referendums by mail, electronically-transferred ballot, or in-meeting ballot, the majority will be determined from the number of ballots cast which were received by the stated deadline. All ballots received shall be kept with the OATOAs office records for a period of two (2) years.

Parliamentary Procedures

Except as is otherwise stated in these Bylaws, Robert's Rules of Order, Revised, shall govern conduct and procedures of the membership, unless otherwise determined by the membership.

Officers

The Officers of the Association shall be President, Vice-President, and Secretary.

President

Shall be the principal executive officer of the Association and shall preside at all meetings. The President shall have primary responsibility for external relationships and serve as chief spokesperson for the Association.

Vice President

Shall assume the responsibilities of the President in the absence of that officer.

Secretary

Is responsible for preparing summaries of all meetings, keeping membership details, ensuring that notices are given according to the Bylaws, and acting as custodian of the official records of the Association. The Secretary shall assume the responsibilities of the President or Vice-President in the absence of those officers.

All officers must be eligible OATOA members in order to serve in these positions and election must be by private ballot collected by the officers of OATOA, unless attending members wish to approve by voice vote. The membership may elect or appoint other officers as it deems desirable by majority vote.

Election

Officers shall be elected by a majority vote of the members in attendance at the Annual Meeting of the membership. Votes that are communicated to an OATOA officer, before the annual meeting shall be included, as if voting occurred at the meeting. In the event, of a tie, voting may be extended past the annual meeting, as directed by the sitting President. If the voting is extended, the sitting President will determine the manner of voting and establish a time limit. Should initial voting not determine outcomes, the sitting President shall conduct another election within six months.

Terms

Officers' terms shall be for two (2) years. They may be nominated for re-election after their terms.

Removal

Any officer may be removed by the members by a vote of two-thirds (2/3) of all voting members, with 30-day notice to the membership of the proposed meeting to vote on the removal.

Vacancies

A vacancy in any office, because of death, resignation, or removal, may be filled for the unexpired portion of the term, by a majority vote of the members at a General or Special meeting.

Meetings

Annual Business Meeting

Annual meeting of the Association shall be held yearly and can be held on the same day as a General Meeting or a Special Meeting. The Annual Meeting shall be held for the election of officers and for other business that may arise. Nominations shall be called for and collected within the 10 (ten) day meeting notice.

General Meetings

General Meetings of the Association shall be held at times and locations designated by the President. At least one meeting a year shall be held. The General Meeting can be held at the same time as the Annual Meeting.

Special Meetings

Special Meetings may be called by the President or any 5 (five) voting members of the Association by written notice.

Notice of Meetings

Notice of Annual Business, General or Special Meetings of the membership shall be given at least 10 (ten) business days in advance by written notice delivered to each member by postal or email.

Committees

Committees Appointments/Organization

The General Members shall have the authority to establish and abolish committees, to appoint the members of committees and subcommittees, to appoint chairs of those committees, and to determine their scope, authority, term and reporting.

Subjects that may be dealt with through committees include but are not limited to:

- Membership and Recruitment
- Legislative/Legal Affairs
- Technology/Applications
- Bylaws
- Rights of Way Management

Amendment of Bylaws

Amendment by Ballot

At a meeting, with the vote of a majority of the members present, the Bylaws may be amended. Voting on Bylaw amendments shall be conducted pursuant to "Voting & Parliamentary Procedures."

Notice/Distribution

Copies of the proposed Bylaw amendments to be voted on shall be attached to the 10 (ten) day meeting notice.

Bylaw Review

The membership will review the Bylaws at least every 2 (two) years.