

# **OATOA**

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 balance discussion and debate of issues.
- Communication cooperatively with other profession 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.
- Endorse NATOA's professional code of ethics.
- Any other purpose determined by membership.

### **Affiliations**

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

## **Membership**

### **General**

OATOA membership privileges, is provided to individuals and organizations serving residents through city and county governments and regional authorities in the State of Oregon including PEG access member, who are currently members in good standing of NATOA (including the NATOA membership categories of “Individual”, “Student”, “Agency”, and “Associate”).

### **Privileges**

Each person, who is a member of NATOA, in good standing, shall have voting rights. Special members shall not have voting rights in OATOA.

### **Dispute**

Any dispute over membership qualifications shall be resolved, in a timely manner, by a majority vote.

### **Term**

Membership shall continue for the length of the current period of NATOA membership. The membership, by majority vote, can decide to extend a members 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.

### **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.

### **Special Members**

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

## **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.

## **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 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, OATOA decisions and official OATOA positions shall be determined by a majority vote of 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-transfer 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 OATOA 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 to be 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.

In addition to the officers listed above, the immediate past president of the Association shall be known as the Past President, and shall serve as an advisor to OATOA’s officers if OATOA membership is retained. All officers must be eligible OATOA members in order to serve in these positions and election must be by private ballot collected by the Secretary unless attending members wish to approve by voice vote. The membership may elect or appoint other officers as it deems desirable.

## **Election**

Should a quorum be present, Officers shall be elected by a majority vote of the members at the Annual Meeting of the membership.

## **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, removal or otherwise, 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 during the last quarter of each calendar year 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. Officer elections may be by voice email or membership may open a 24-hour private ballot period.

### **General Meetings**

General Meetings of the Association shall be held at times and locations designated by the President. At least on 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 membership 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 membership, 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.