

## NAP Meeting Minutes – December 27, 2012

NAP Present: Jef Treece (Marylhurst), Beth Smolens (Willamette), Ed Schwarz (Savanna Oaks), Troy Bowers (Sunset)

Guests: Karie Oakes, MNA VP

Note: Tracy Gilday (Skyline Ridge), Alex Kachirisky (Hidden Springs) and Councilors Jones and Tan notified us they had schedule conflicts or were otherwise incapable of attending today.

Minutes for November 2012 NAP meeting approved unanimously.

There was discussion about a current item that is to be considered by the City Council in January to change the code in a way that some types of development would no longer require as broad notification to the NAs as is currently in code – Section 99 (currently more inclusive notification language) proposed changes to make it consistent with Section 55 (currently more limited notification).

This discussion centered around:

1. NAs not having enough time to meet with membership on any given topic before City Council has it on their own agenda and what NA presidents should do when they see this situation
2. The appropriateness of this particular code change in light of the goal of citizen involvement (why isn't it being considered to change Section 55 to make it more like Section 99 instead of the current proposal)
3. The role of NA Presidents in passing on information that comes from the City and is available to citizens via other channels

Ed Schwarz made a motion that the NAP group send a message to City Council regarding this code change. The message should carry four points:

1. Why is it being considered to change Section 99 to make it consistent with Section 55 instead of the other way around?
2. The other way around seems more consistent with the code goal of accepting citizen input.
3. We think this is more significant than to be characterized as “misc code revisions”.
4. We do not have enough advance notice to have meaningful discussion with our respective membership, so this message to CC represents only the NAP initial reaction to the proposed change, carried by a quorum vote of NAP, and we wonder if the process could be slowed down to give us time for such discussions with our membership.

Motion seconded by Troy Bowers.

Motion passed unanimously.

Troy agreed to write a draft of this message which Jef will circulate to NAP and send to CC via Councilors Jones and Tan.

Troy reported that Sunset NA met with the Traffic Advisory Board concerning what SNA considers their most significant traffic/pedestrian issue, and it was a good meeting. Questions on similar topics can be addressed to Jeff Randall, Transportation Operations Director

The proposed email list code of conduct was discussed. A motion was made by Troy Bowers to adopt the draft as written (refer to November meeting minutes) with five changes:

1. change “internet memes” to “internet chain letters” in the examples in point 7 of the draft
2. parenthesize the examples in point 7 of the draft
3. add a point about sending protocol not exposing email addresses to all recipients
4. add a point about protecting paper copies such as sign-in sheets if they contain email addresses
5. grammatical correction

Motion seconded by Ed Schwarz

Motion passed unanimously.

We determined that the main topics proposed for January are update on the code change mentioned in these minutes and continue/finish the topic of sync points of NAP with City Council. The date chosen was January 31, OK with those present.

## Abstract

This document contains the code of conduct for proper handling of email lists gathered by/for NAs. It applies to all NA officers, city employees, and other individuals entrusted with such email lists. It is intended to augment any other existing guidelines. If there exists municipal code, other legislation, or a city operations document on some portion of this code of conduct, the municipal code, legislation or city operations document takes precedence but does not replace the remainder of this code of conduct.

## Discussion

During normal operations, NAs gather email addresses from members of the community. When any individual acting on behalf of the NA collects an email address, any information gathered is considered to be part of the NA's email list. Any such list is a valuable asset to the NA and is owned by the NA, not by the individual who collected the email address. The NA officers and any other city employee who gains access to the list are expected to follow this code of conduct. The code of conduct is designed to protect and enhance the email list to best serve NA communications, and a key guiding principle is to ensure that the list is used only for official NA communication or the explicit purpose stated when collecting the email addresses.

## Code of Conduct

When acting on behalf of a NA, I will:

1. Utilize existing NA email lists solely for official NA and city communication.
2. Never share email addresses or other information from these lists for any other purpose.
3. Strive to add new email addresses and grow the list for the stated purpose of official NA communication.
4. Protect the email list and treat it as a valuable asset; also protect paper copies, such as meeting sign-in sheets if they contain email addresses.
5. Maintain the list by adding email addresses, deleting email addresses, and correcting mistakes as desired by the email recipients on the list.
6. To the extent possible, make it easy for an individual to subscribe or unsubscribe.
7. Send only official NA communication to the email list (Appropriate uses include: advance notice of NA meetings, minutes from meetings, and event announcements of general interest to the NA. Inappropriate uses include attempting to subvert open discussion by stating opinions, commercial advertisements, advising how to vote on an issue, political points of view, and internet chain letters. These examples are not intended to be an exhaustive list.)
8. Send messages in a way that does not expose individual email addresses for others to see.
9. Transfer the list or any relevant details about how to access the list to a successor officer when I no longer represent the NA. I will strive to make it a smooth and prompt transition.
10. Permanently delete any back-up or personal copy of the email list when I no longer represent the NA.