

June 1, 2006

Policy Guidance to Neighborhood Associations

1. Conducting meetings

A. Frequency

- (1.) Annual meeting is required.
- (2.) Regular meetings monthly, bi-monthly, quarterly (optional).

B. Public notice required (Secretary)

- (1.) Notice to Tidings & Oregonian
- (2.) Notice to City
 - a. Update Newsletter
 - b. Video Readerboard
 - c. NA website.
- (3.) Direct Mail/Postcard
- (4.) Flyer in Update newsletter.

C. Record of attendance at meetings is required (Secretary)

- (1.) Sign-in sheet required. By ordinance (WLMC 2.100(4)(c)) (2) Nname, address, e-mail.
- (2.) Submit to City with minutes.

D. A quorum is required to act in an “advisory capacity” to the City or to spend NA funds.

- (1.) A Quorum is equal to 10 percent of number of individual NA members who have attended a NA meeting in previous 12 months. (guidance)
- (2.) Advisory recommendations to the City, expenditure of NA funds shall be by a motion approved by a majority vote.

E. Minutes of meetings are required (see model minutes) (Secretary).

- (1.) Need not be verbatim
- (2.) Include
 - a. Attendance sign-in sheet (Used to calculate quorum).
 - b. Summary of business discussed.
 - c. Recorded votes on motions.
 - d. Submit to City by e-mail (if possible) to facilitate posting on NA website.

F. Rules of Order

- (1.) Written meeting agenda (President)
- (2.) Robert’s Rules of order recommended.

G. Elections

- (1.) Annually or bi-annually, in accordance with NA by-laws

(2.) Officers: President, Vice-President, Secretary, Treasurer.

2. Appealing Land-Use Decisions

- A. Authorization: Neighborhood Associations are entitled to appeal land use decisions made by the Planning Director or Planning Commission to the City Council without charge.
- B. Appeal must be in conformance with WLMC 2.100(6) and CDC Sec. 99.140 and 99.240-99.300, attached..
 - (1.) Prior notice of intent to vote on land use appeal to NA membership.
 - (2.) Quorum required.
 - (3.) Sign-in sheet, minutes required.

3. NA Expenditures.

- A. City funds earmarked for NA support must be used for activities and projects that benefit the neighborhood as a whole.
- B. No use of City funds for alcoholic beverages.
- C. No use of NA funds, City or otherwise, for political advocacy for or against any candidates or ballot measures. (Individual NA members, acting as citizens, are free to engage in political advocacy, but the Neighborhood Association, as an officially sanctioned body of the City, may not.)
- D. Authorization for NA officers to incur expenditures for recurring mailings, notices, refreshments, supplies etc., may be approved by the NA membership on an annual or bi-annual basis.
- E. Nonroutine expenditures for NA projects, activities and events need to be approved by NA membership at a regular or special meeting, quorum required.

4. Liability Issues

- A. At least one NA maintains its own checking account, in addition to the debit account provided by the City. What are the implications of this for the City in the event of embezzlement of funds from an NA checking account?
- B. NA officers are not covered by errors and omissions insurance because NAs act in an advisory capacity only.