

CITY OF WEST LINN PROPOSED NEIGHBORHOOD ASSOCIATION STANDARDS

TABLE OF CONTENTS

SECTION	PAGE #
1. Purpose of Neighborhood Associations (NA)	1
2. Purpose of NA Standards	1
3. Minimum NA Bylaw Requirements	1
4. Origination of a NA	2
5. Status of Neighborhood Associations	3
5A. Recognized NAs	
5B. Inactive	
5C. Dissolved	
6. Boundaries	5
6A. Process for Change	
6B. Description	
6C. Minimum NA size	
6D. Home Owner Associations	
6E. Maps	
6G. Changes to Boundaries	
6F. Approval of Boundaries	
7. Bylaws	8
7A. Articles	
7B. Bylaw Template	
7C. Adoption of Bylaws	
7D. Review of Bylaws	
7E. Bylaw Amendment Process	
7F. Revision Dates	
8. Membership	11
8A. Eligibility	
8B. Associate Members	
8C. Non-Discrimination Policy	
8D. Membership Procedures	
8E. Members Rights	
8F. Membership Roster	
8G. City Use of Membership Roster	
8H. Guests and Other City Residents	
8I. Termination of Membership	

CITY OF WEST LINN
PROPOSED NEIGHBORHOOD ASSOCIATION STANDARDS

9.	Elections of Board of Directors	14
	9A. Notice of Elections	
	9B. Nominating Committee	
	9C. Candidates	
	9D. Holding Elections	
	9E. Term Limits	
	9F. Vacancies	
10.	Board of Directors	18
	10A. Composition	
	10B. Duties	
	10C. Board of Directors as City Employees	
	10D. Board Recommendations and Decisions	
11.	Officers Duties	20
	11A. President	
	11B. Vice President	
	11C. Treasurer	
	11D. Secretary	
12.	Removal of Officers	26
	12A. Vacating Required	
	12B. Recall of a Board Member	
13.	Committees	27
	13A. General Information	
	13B. Standing Committees	
	13C. Special Committees	
	13D. Committee Duties	
14.	Public Meeting Requirements	30
	14A. Voting to render a decision	
	14B. Recommendations to the City	
	14C. Fostering Public Participation	
15.	Meeting Location Requirements	31
	15A. Single Location	
	15B. Within Boundaries	
	15C. Non-discrimination	
	15D. Accessibility	
16.	Meeting Types	31
	16A. General Meetings	
	16B. Special Meetings	

CITY OF WEST LINN

PROPOSED NEIGHBORHOOD ASSOCIATION STANDARDS

17. Meeting Notice	33
17A. Required Information	
17B. General Membership Meetings Requirements	
17C. Special Membership Meetings Requirements	
17D. Board and Committee Meetings Requirements	
17E. Methods	
17F. City Notification Requirements	
17G. Changes to Meetings	
17H. Direct Notice Requirements	
18. Meeting Procedures and Policies	35
18A. Compliance with Laws	
18B. No Smoking Policy	
18C. Canceling a Meeting	
18D. Meetings Without A Quorum	
18E. Public Participation	
18F. Standing Rules	
18G. Rules of Meeting Order	
18H. Agendas	
18I. Association Statements or Resolutions	
18J. Disruptions	
19. Quorums	40
19A. Quorum Types	
19B. Membership Quorum Required	
19C. Neighborhood Quorum Required	
19D. Simple Majority Requirements	
19E. Board of Directors	
19F. Committees	
20. Voting Methods and Rules	43
20A. Voting Process	
20B. In-Person Rule	
20C. One Vote Rule	
20D. Ineligible to Vote	
20E. Presiding Officer Vote	
20F. Voting Contingencies	
20G. Written Ballots	
20H. Secret Ballots	
20I. Vote Clarification	
20J. Simple Majority	
20K. Vote Outcome	
20L. Meeting Minutes	
20M. Surveys	

CITY OF WEST LINN

PROPOSED NEIGHBORHOOD ASSOCIATION STANDARDS

21. Meeting Minutes	46
21A. Required Information	
21B. Official Minutes	
21C. Meetings Without A Quorum	
21D. Delegation of Approval Authority	
21E. Draft Minutes	
21F. Submittal	
21G. Special Meetings	
22. Communications	48
22A. Internal Communications	
22B. External Communications	
22C. City Communications	
23. Finances	50
23A. Dues	
23B. Debt	
23C. Annual Budget	
23D. Bank Account Management	
23E. Grants from City	
23F. Other types of Grants	
23G. Voluntary Contributions	
24. Public Records Requirements	54
24A. Public Availability	
24B. Public Inspection of Records	
24C. Exemptions	
24D. Inspection Specifications	
24E. Non-existent Records	
24F. Reasonable Fees	
24G. Attendance Rosters	
24H. Archiving Public Records	
25. Conflict of Interest Procedures	57
25A. Definition	
25B. Disclosure	
25C. Determination	
25D. Action	

CITY OF WEST LINN

PROPOSED NEIGHBORHOOD ASSOCIATION STANDARDS

26. Grievances	58
26A. Definitions	
26B. Limitations	
26C. Initiation	
26D. Grievance Requirements	
26E. Alternative Methods	
26F. Board Notification	
26G. Submittal Timeline	
26H. Respondent Timeline	
26I. Public Record Requirements	
26J. Appeal Rights	
26K. Appeals Process	
27. Land Use Decision Appeals	62
27A. Reimbursement Eligibility and Process	
27B. Funds Restrictions	
27C. Request Impact	
28. Prohibited Activity	63
29. Dissolution of a NA	64
29A. Grounds for Mandated Dissolution	
29B. Mandated Dissolution Procedures	
29C. Grounds for Requesting Dissolution	
29D. Requested Dissolution Procedures	
29E. Asset Allocation	
30. Liability of Directors or Officers	67
31. City Responsibilities and Services	68