

# CITY OF WEST LINN

## PROPOSED NEIGHBORHOOD ASSOCIATION STANDARDS

1. **Purpose of Neighborhood Associations (NA).** Neighborhood Associations are an integral part of the structures that support timely, meaningful, vigorous, and diverse public participation in the civic affairs of the City of West Linn. The essential functions of Neighborhood Associations shall include, but are not limited to:
  - A. Encouraging and fostering community involvement by the residents of the neighborhood to improve livability.
  - B. Providing public forums for education, discussion, debate and advocacy on issues of concern to the neighborhood and the City.
  - C. Serving as a voice for the neighborhood before local governing bodies by presenting views and testimony on the unique needs of the neighborhood.
  - D. Providing consistent channels of communication and accurate and timely flow of information between the City and its citizens.
  - E. Organizing social activities that promote Neighborhood and City identity, cohesion, and community building.
2. **Purpose of NA Standards.** These standards create a framework by which the people of the City of West Linn may effectively participate in civic affairs and work to improve the livability and character of their neighborhoods and the city. These Standards set out the basis for city recognition of Neighborhood Associations (NAs). All information pertaining to the Oregon Records and Meeting Laws is contained in Oregon Revised Statutes (ORS), 2005 Edition, Volume 5. All information pertaining to Board members as city employees is from ORS 2007 Edition.
3. **Minimum NA Bylaw Requirements.** Neighborhood Associations shall develop and adopt bylaws that incorporate the requirements listed in this document. They shall also abide by all rules, processes and procedures entailed in the Standards in accordance with the City of West Linn Municipal Code, Sections 2.150, 2.155, 2.160, 2.165, 2.170, and 2.175.

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4. **Origination of a NA.** If at least 10 City of West Linn residents or more desire to organize a new NA, the following policies shall be adhered to:
- A. The originating group shall develop an Association name and gain City approval of proposed boundaries in accordance with these Standards.
  - B. All residents within the designated boundaries of the proposed NA must be given at least 30 calendar-days written notice of an organizational meeting.
  - C. At the organizational meeting at least 10 residents must agree to be members.
  - D. The members of the proposed NA shall develop and adopt bylaws within 90 calendar days of the initial organizational meeting and in accordance with these Standards.
    - (1) If the members are attempting to change the status of a NA from either "Inactive" or "Dissolved," they may use the last known approved bylaws for that NA as a guide during bylaw development.
    - (2) The bylaw amendment process, as outlined within these Standards, shall be used if necessary.
  - E. The members shall elect officers within 90 calendar days upon adoption of the bylaws.
  - F. Once a proposed new NA has developed their boundaries, membership, bylaws and held an election of officers the NA shall request in writing to the City to consider approval of the proposed bylaws and granting of the NA with a status of "Recognized".

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5. **Status of Neighborhood Associations**. The status of NAs shall be categorized into three types: Recognized, Inactive, and Dissolved. NA bylaws shall state the NA is allowed to change their status in accordance with these Standards.
- A. **Recognized**. Achieving recognition allows a NA to obtain certain services from the City.
- B. **Inactive**. NAs that are temporarily unable to fill the minimum number of elected officer positions or those that are consistently unable to gather a quorum of members at membership meetings over a one year period of time may request from the City to be designated with an “Inactive” status. This status is used only for those Neighborhoods that desire the benefits of organizing and utilizing the NA program, but are temporarily unable to meet these Standards.
- (1) To request a change to the “Inactive” status, the following procedures shall be adhered to:
- a. The NA shall provide all neighborhood eligible members (one letter per household, business license, or group) at least 30 calendar days written notice prior to the meeting(s) where discussion and voting may occur in regards to a change in the NA’s status.
  - b. The notice shall contain the meeting date, time and location. Additionally, all meeting minutes containing information on any deliberations of the proposed change of status, to include the rationale, must be included.
  - c. The presiding officer of said meeting shall open the floor for additional deliberations prior to the actual vote.

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- d. At least a member quorum (See Section 19, Quorum Types, Page ) must vote in the affirmative for the status change request to move forward in the process.
  - e. Next, the NA shall request in writing to the City a change in their status to "Inactive," and provide all supporting documentation. This shall include meeting notice(s), meeting minutes with annotated votes and minority vote opinions, and rationale for request.
  - f. A plan, if any, associated with how the NA will approach regaining "Active" status may be included with the request.
  - g. The City may choose to hold a public hearing.
  - h. The City shall provide a written response to the NA President within 30 calendar days after receiving said request.
  - i. The NA shall notify all eligible NA members and affected Home Owner Association leaders of the final out-come within 30 calendar days of notification from the City.
- (2) While in an "Inactive" status, all NA rights and privileges From the City of West Linn associated with a "Recognized" status are terminated.
- (3) If a NA is inactive for more than two years, all remaining funds granted by the City must be reimbursed back to the City. However, the NA may request the funds the spent on a recommended project or on City needs.

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- C. Dissolved. A Neighborhood Association is considered “Dissolved” when the City retracts its official recognition of the NA. :
- (1) There are two manners in which a NA may be dissolved:
    - a. Mandated
    - b. Requested
  - (2) The grounds and process for dissolving a NA is discussed in Section 29 of these Standards.
6. **Boundaries**. NA bylaws shall include, but are not limited to, the following policies and procedures regarding NA boundaries:
- A. Process for change. NA bylaws shall include a process to change boundaries in accordance with these Standards
  - B. Description. All recognized boundaries will be annotated by providing the names of the streets or other identifiably physical features such as rivers, streets, and property ownership boundaries for the Northern, Eastern, Southern, and Western boundary limits. This information should be made as specific as possible, and may include house numbers to indicate directional boundary endpoints.
  - C. Minimum NA size. The minimum size of a neighborhood association is 100 acres or 100 residential units and/or businesses, or 250 or more eligible members 18 years of age or older. Existing NAs within minimums below these criteria as of the implementation date for these Standards are grand-fathered and accepted as conforming.
  - D. Home Owner Associations. Neighborhood Associations should take into consideration the boundaries of Home Owner Associations (HOA) to minimize fracturing HOA boundaries and maximize HOA participation.

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- E. Maps. A map detailing the boundaries must be included as part of the boundary description and incorporated into the NA bylaws.
- F. Changes to Boundaries.
- (1) NAs shall propose any changes to their boundaries to the City for consideration.
  - (2) No NA shall choose boundaries that overlap with another NA, unless the affected NA agrees to a change in boundary lines.
  - (3) All NAs newly created through boundary changes shall use the NA recognition procedures to finalize this action.
  - (4) If two or more NAs agree to change boundary lines affecting both NAs, they may request approval from the City if the following procedures are adhered to:
    - a. The affected NAs shall each provide all their respective eligible members within their current and proposed boundaries (one letter per household, business license, or group) written notice at least 30 calendar days prior to any meeting(s) where deliberations and/or voting concerning the recommendation will occur.
    - b. The notice shall contain meeting date, time and location of said meeting. Additionally, meeting minutes containing information on any deliberations of the proposed boundary changes and the rationale supporting the change must be included. This includes stating the minority opinions.
    - c. At least a neighborhood quorum from each NA involved must approve the proposed boundary change to move forward in the process.

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- d. Next, the NAs shall request in writing to the City a change in their boundaries within 14 calendar days of an affirmative vote from those NAs involved, and provide documentation to support their request. Documentation shall include maps, boundary descriptions, number of residents and the number of businesses impacted, letters to members and residents, meeting minutes.
  - e. The City may choose to hold a public hearing.
  - f. The City shall provide a written response to the NA President within 30 calendar days of its decision.
  - g. The NA shall notify all neighborhood eligible members and affected Home Owner Association leaders of the final outcome within 30 calendar days of notification from the City.
- (5) If an existing NA desires to reduce its boundaries into a smaller region the following procedures shall be as follows:
- a. The NA shall provide notice to all eligible members within their current boundaries.
  - b. A recommendation of which NA(s) should absorb any "excess" eligible members caused by the boundary change.
  - c. At least a neighborhood quorum of members must approve the proposed boundary change(s) to move forward in the process.
- (6) If the City determines residents, property owners, business licensees, or other eligible individuals and groups are currently not included within a NA boundary, the City may initiate action to change NA boundaries to accommodate them.

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G. Approval of Boundaries. The City Council shall have approval authority, unless delegated, regarding all boundary changes. This decision shall be final and may not be appealed.

7. Bylaws. NA bylaws shall include the following Articles in the order listed below:

A. Articles.

- (1) Article I: Name of Organization and Purpose Statement
- (2) Article II: Boundaries
- (3) Article III: Bylaw Adoption, Review & Amendment Processes
- (4) Article IV: Membership & Guests
- (5) Article V: Elections Process, Board of Directors, Officer Duties
- (6) Article VI: Committees & Goal Setting
- (7) Article VII: Public Meetings & Public Records
- (8) Article VIII: Meeting Types, Location & Notice
- (9) Article IX: Meeting Procedures & Policies
- (10) Article X: Quorum Requirements & Voting Procedures
- (11) Article XI: Internal and External Communications
- (12) Article XII: Financial Matters
- (13) Article XIII: Land Use Issues
- (14) Article XIV: Conflict of Interest Procedures
- (15) Article XV: Grievance Process
- (16) Article XVI: Prohibited Activity

B. Bylaw Template. Use of a City-developed bylaw template is encouraged for both newly organized and existing NAs. At a minimum, NA bylaws shall contain information required in accordance with these Standards.

C. Adoption of Bylaws. Bylaws shall be adopted through a neighborhood quorum of members. The bylaws are effective upon written approval from the City.

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D. Review of Bylaws.

- (1) Neighborhood Associations shall review their bylaws at least every 4 years and propose amendments if needed. Procedures in these Standards must be followed in order to incorporate amendments into revised bylaws.
- (2) A NA may request the City attorney review proposed bylaws that have been approved by the membership prior to submitting them to the membership or City for adoption.

E. Bylaw Amendment Process. The following steps shall be taken to amend current bylaws:

- (1) The NA Board of Directors may appoint a committee for this action or assign the task to themselves.
  - a. A written assessment of the bylaws shall be required, even if no changes are recommended. If changes are recommended, the assessment must include the current bylaw, proposed bylaw, and rationale for change.
  - b. The NA Board of Directors shall develop a recommendation to the members based on the assessment. A quorum of the Board must approve the recommendation before presenting it to the members.
- (2) The assessment and the Board recommendation shall be presented and discussed at a meeting of the members. A neighborhood quorum of members voting in the affirmative shall be required to move forward in the process.
- (3) Upon achieving initial approval from the membership, the NA shall provide all neighborhood eligible members (one letter per household, business license, or group) at least 30 calendar days written notice of the meeting(s) where the deliberations

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and/or voting concerning the proposed bylaw amendments will occur. This meeting shall occur no later than 90 days from approval by the membership.

- (4) The notice shall contain all meeting date(s), time(s) and location(s) related to this action. Additionally, all meeting minutes containing information on any deliberations of the proposed bylaw amendments, to include the rationale, must be provided.
- (5) At least a neighborhood quorum must vote in the affirmative to adopt the proposed bylaw amendments to move forward in the process.
- (6) The proposed bylaw amendments shall be submitted to the City Manger, or designee, within 14 calendar days of their approval by the members, for City consideration. This request shall include the following items:
  - a. A copy of the notice provided to members.
  - b. The current set of bylaws, proposed set of bylaws, rationale for proposed changes, and the bylaw assessment that initially proposed the changes.
  - c. All draft or approved meeting minutes regarding the proposed bylaw amendments.
  - d. All attendance rosters associated with meetings regarding the proposed bylaw amendments.
- (7) The City may choose to hold a public hearing.
- (8) The City shall provide a written response to the NA President within 30 calendar days of its decision.

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(9) If the City approves the proposed by amendments, then the changed bylaws will become the official bylaws of the NA.

F. Revision Dates. Bylaws shall list all dates revisions were approved in chronological order on the cover of their bylaws.

8. **Membership**.

A. Eligibility. Membership in the association shall be open to all residents, property owners, governmental agencies, business licensees and non-profit organizations located within the approved boundaries. All members shall be of legal voting age in accordance with federal laws.

B. Associate Members. Neighborhood Associations may also elect to grant "Associate" memberships to all students that reside within the NA boundary and are between the ages of 12 and 17. Associate members shall have no voting rights, but allows exposure to public participation.

C. Non-Discrimination Policy.

(1) Neighborhood Associations shall not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, national origin, income, or political affiliation in any of their policies, recommendations, or actions.

(2) Age Exception Policy. In regards to age, NAs may limit membership to those residents that are at least 18 years of age or older. NAs shall not discriminate against age in any manner other than this exception.

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### D. Membership Procedures.

- (1) Any eligible person may become a member by signing the meeting attendance roster at either a general or special meeting.
- (2) Any eligible group may become a member when a duly designated representative registers the group on the meeting attendance roster.
- (3) An eligible person or group, through a duly designated representative, may also become a member at any time by submitting to the Secretary a written statement of intent to join.
- (4) Once a person or group is registered as a member, the member retains membership until either their eligibility requirements are no longer satisfied or a resignation in writing is submitted to the Secretary.
- (5) NAs may also adopt a procedure requesting potential members to submit a membership application. Submitting an application must be optional. The information that may be required on the application is limited to:
  - a. The potential member's name
  - b. Address
  - c. Contact information
  - d. Desired committee position
  - e. Date and signature

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E. Members Rights. NAs shall not impose meeting attendance requirements that inhibit a resident's right to participate in NA activities. Members rights include but are not limited to:

- (1) Proposing agenda items
- (2) Making motions, proposals or resolutions
- (3) Participating in discussions or deliberations
- (4) Voting
- (5) Holding office and participating on committees
- (6) Requesting a special meeting be held
- (7) Using the grievance process
- (8) Participating in NA sponsored events
- (9) Requesting in writing to the Secretary that their contact information not be made available for public distribution

F. Membership Roster. Neighborhood Associations may develop a process to maintain a membership roster. If a roster is developed is should be reviewed and updated if needed at least quarterly. This process should include confirming contact information. Members that can no longer be contacted or no longer meet the eligibility requirements may be removed from the roster.

G. City Use of Membership Roster. The membership roster may be provided to the City periodically solely for the purpose of community outreach or dissemination of neighborhood information on behalf of the NA. The roster is property of the NA and is not subject to public records law.

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- H. Guests and Other City Residents. All NA meetings are open to the public. Guests shall only observe the proceedings and do not have the right to participate in discussion unless invited to do. The NA bylaws shall contain policy and procedures regarding guest involvement. Guests and residents not eligible for membership within the NA they are visiting shall have no voting rights.
- I. Termination of Membership. Any member may resign their membership at any time. NA bylaws shall contain policies and procedures regarding membership terminations. The following policies must be adhered to, but are not limited to:
- (1) A written request for membership termination must be provided to a member of the Board of Directors
  - (2) Upon such request, the member's contact information must be removed from the membership roster within 7 calendar days upon the Board member receiving such request.
  - (3) Membership may be terminated as a result of an official grievance outcome.
  - (4) Under no circumstance, other than in accordance with these Standards, can termination of a member be initiated by any NA member other than the member themselves.
9. Elections of Board of Directors. NAs shall establish an elections process in their bylaws. The bylaws shall include, but are not limited to, the following policies and procedures:
- A. Notice of Elections. Written notice stating the place, day, and hour of the annual elections meeting shall be provided to all residents 14 to 60 calendar days before the date of the meeting. Notice shall include the election process and when the nominating committee will be appointed.

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### B. Nominating Committee.

- (1) Between October and January of each year, a nominating committee shall be appointed by the President, which will gather nominations and volunteers for each position of the Board of Directors.
- (2) The committee should be comprised of at least one member who has previously been a member of the Board of Directors. Current Board of Director members may participate on the committee.
- (3) The committee should strive to obtain as many nominations and volunteers as possible to present a diversified candidate list to the members.
- (4) Any member can nominate any other member, including him or herself, for an elected position.
- (5) Associate members may not be considered for office.
- (6) The committee shall ascertain the desire of nominated members to fill the position they have been nominated for. Only those members willing to accept the nomination should be presented to the membership.

### C. Candidates.

- (1) At an either a January, February, or March membership meeting, the nominating committee shall present the proposed candidates for office. Additional nominations may be made from the floor at the meeting.
- (2) Members do not have to be present at the meeting when the list of candidates is presented for consideration.

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- (3) The list of candidates shall be published in the draft meeting minutes, which should be given widest dissemination as possible. They must be made available to the public at least 30 calendar days prior to the election.
- (4) NAs shall establish policies regarding campaigning for the Board of Directors. At a minimum, candidates shall be allowed to provide a short presentation about their qualifications at the April meeting.
- (5) All Board of Director members shall be elected by the membership.

D. Holding Elections.

- (1) The new Board of Directors shall be elected at an April meeting and will assume responsibilities July 1st. Between April and July the NA should provide training to their newly elected officers.
- (2) The Board of Directors shall serve in their position for one year.
- (3) The President, or presiding officer, may choose the method of voting during the elections meeting.
- (4) Only eligible members of the NA may participate in the elections vote in accordance with these Standards.
- (5) At least a quorum of members must vote in the affirmative for a member to be elected to the Board of Directors.
- (6) Each office must be voted on separately. Under no circumstance shall a slate or block vote be allowed.
- (7) Members do not have to be present at the elections meeting to be elected.

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- (8) If there is a tie in the number of votes obtained by candidates in a contested election, there shall be a runoff election between the two nominees receiving the most votes.
- (9) The election results shall be made available to the public at least 14 days after the elections.

E. Term Limits. No officer shall hold the same position for more than four years in a row.

F. Vacancies.

- (1) All Board of Director vacancies shall be filled by an elections process, as specified in the NA bylaws and in accordance with these Standards. Options include but are not limited to:
  - a. The Board of Directors appoints a willing member.
  - b. The Board queries the membership for volunteers / nominations and then selects from that list of people.
  - c. The Board queries the membership for volunteers / nominations and then puts decision up to vote of members.
- (2) Written notice shall be provided to all eligible members that a vacancy exists on the Board of Directors at least 30 calendar days prior to the meeting where the election vote will take place.
- (3) Terms for appointed officers shall terminate at either the July meeting or by June 30<sup>th</sup> if the NA does not hold meetings in the month of July.

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### 10. Board of Directors.

- A. Composition. The Board of Directors will be comprised of at least three officers: President, Vice-President, Secretary-Treasurer. NAs may either combine or separate the duties of the Secretary and Treasurer. Additionally, Boards may include Chairpersons of standing committees, the immediate past president, etc. The NA bylaws shall specify the Board composition.
- B. Duties. The Board of Directors duties include, but are not limited to:
- (1) Ensures compliance with the NA bylaws and City of West Linn Neighborhood Association Standards Document, and other applicable codes.
  - (2) Schedules at least quarterly and attends Board of Director meetings.
  - (3) Develops knowledge of City departments, processes and policies and incorporates information into NA practices.
  - (4) Develops knowledge of City boards, committees and commissions and incorporates information into NA practices.
  - (5) Develops plans to ensure maximum participation of all neighborhood eligible members.
  - (6) Attends meetings at request of the City.
  - (7) Develops recommendations on input requested from the City.
  - (8) Develops the proposed annual action plan.
  - (9) Adopts the annual budget to present to the membership.
  - (10) Calls for and holds general and special meetings.

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- (11) Makes recommendations to members on NA resolutions, issue positions, and such matters.
- (12) Reviews committee reports and provides to members.
- (13) Determines the composition of committees, appoints members and temporary chairperson, and provides guidance such as goals, process and deadlines.
- (14) Reviews meeting rules of order and recommends changes.
- (15) Ensures there are two signers for bank checks and that all signatory updates have been made at the bank. The Treasurer is not allowed to be a signatory on the checks unless the NA adopts the policy that all checks require two signatures.
- (16) Ensures a financial audit is conducted annually and reported to members. This audit should be done by someone other than the Treasurer or the bank check signatories.
- (17) Represents the NA at public hearings and meetings.
- (18) Ensures required communications to the City are sent by the specified deadline.

#### C. Board of Directors as City Employees.

- (1) "Public employer" includes any citizen appointed to a Board of Directors as a branch of city government. (ORS 260.432(4)(b) ).
- (2) No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a

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measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views. (ORS 260.432(2)). This means you can participate if you don't use your title as a member of the NA Board of Directors.

### D. Board Recommendations and Decisions.

- (1) Public Meetings. All discussions and decisions made by the Board must be held in a meeting open to the public.
- (2) Some discussions may be held in Executive Sessions in accordance with ORS 192.660 and these Standards.
- (3) Meeting Minutes. Each Board member's vote must be recorded by name in the Board meeting minutes for each issue discussed. Written ballots are acceptable if each ballot identifies the member voting, and the vote is announced and recorded. Board minutes shall be made available to the public within 14 calendar days of the meeting.
- (4) Voting. A simple majority of the Board members is required to adopt all proposed policies, recommendations, and reports of the Association.

### 11. Officers Duties. The following duties include, but are not limited to:

- A. President. The President is responsible for the overall leadership of the Board of Directors and the NA. The President represents the Association and is the principal contact with the community and City Council and City staff. The President may delegate the duties listed in this section to other officers of the Board of Directors.

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- (1) Leadership.
  - a. Ensures compliance with the State of Oregon Public Meetings and Records Laws.
  - b. Ensures the NA complies with these Standards.
  - c. Delegates the work of the Association among the officers, committee members and other volunteers.
  - d. Appoints people to serve on committees.
  - e. Ensures all officers and committees act consistent with the authority delegated by the membership or president and carries out delegated and required duties.
  - f. Collaborates with the Board of Directors to establish meeting dates, time, location and proposed agendas.
  - g. Chairs and facilitates both general and special Association meetings and Board meetings.
  - h. Leads NA meetings in a fashion that allows everyone to be heard and encourages participation from all members.
  - i. Maintains impartiality during meetings so that members on both sides of the issue can feel confident that they will receive fair treatment.
  - j. Refrains from participating in debate on any issue unless he or she gives up the chair for the remainder of the meeting.

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k. Votes when the vote is done by written ballot or to break a tie. However, if following a vote, the affirmative exceeds the negative by only one vote, the presiding officer may announce that he or she is voting the negative, causing the motion to fail.

(2) Communications.

a. Communicates regularly with City of West Linn staff and is able to receive telephone calls and/or emails pertaining to the NA during regular business hours in the event City Staff, potential developers, or speakers need to discuss NA business with the association.

b. Serves as the NA's media contact.

c. Ensures all neighborhood residents receive timely information concerning the work, activities, recommendations, and decisions of the NA.

d. Keeps all NA leaders and partner organizations within their boundaries (i.e., Home Owner Associations Presidents and Subdivision/Sub-Section Communication Facilitators) informed throughout the year.

e. Recognizes Association members for their contributions .

(3) Administrative.

a. Ensures all officers and committee chairs have the basic materials needed to perform their functions.

b. Ensures all permanent records, meeting minutes, correspondence, property, and archives are kept properly and securely.

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c. Ensures the complete transfer of all permanent NA documents, records, and files to incoming officers.

B. Vice President.

- (1) Assists the President with the duties of his/her office upon request.
- (2) Executes the duties and powers of the President, in the absence of the President, or in the President's inability or refusal to act.
- (3) Presides at meetings if delegated to by the President or when the President is not available.

C. Treasurer.

- (1) Receives all Association funds, deposits them in a bank approved by the Executive Committee, and prepares checks only upon written notice from the Board of Directors (meeting minutes or emails suffice).
- (2) Reconciles the bank statements monthly.
- (3) Gives periodic financial updates to members at meetings.
- (4) Develops draft budget based on annual work plan and presents to Board for adoption.
- (5) Ensures internal financial procedures adhere to all applicable laws and rules set forth in these Standards.
- (6) Presides at meetings if delegated to by the President or when neither the President nor Vice-President is available.

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- D. Secretary. These duties may be delegated to other NA members as the Board sees fit.
- (1) Provides and coordinates meeting notices and other activity notices of the Association.
  - (2) Presents any correspondence received by the NA at appropriate meeting.
  - (3) Ensures residents, members, and guests sign the attendance roster at all membership meetings.
  - (4) At meetings: reads last minutes, makes corrections to minutes if required, asks for approval of the minutes, and reads correspondence and resolutions to members. Determines if there is a quorum of members present, and orally reports if requirements for quorum are met. Records motions and assists with voting if needed.
  - (5) Takes minutes of all General, Special, and Board meetings, and maintains on file copies of said minutes.
  - (6) Maintains on file all incoming and outgoing correspondence, attendance rosters, and other records to ensure compliance with public records law and these Standards.
  - (7) Writes draft minutes, signs and dates and provides to NA Board of Directors. Also provides minutes to any other entities required in these Standards, and to any entities the Board or membership wishes to provide minutes to.
  - (8) Rewrites draft minutes if corrections are called for during the approval process. Signs and dates.

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- (9) Keeps official records of the organization. Includes bylaws, special rules of order, standing rules, membership roster, and committee reports.
- (10) Maintains the membership roster and contact information.
- (11) Maintains any NA listservs or other electronic contact lists such as websites, etc..
- (12) Ensures written correspondence from the NA is delivered to the appropriate City department in the time specified in these Standards, or requested by the City.
- (13) Maintains a list of all members of the NA Board of Directors and their contact information and distributes same to each officer and City staff.
- (14) Provided written notification to the City staff when there has been a change in the Board's leadership, or Board composition, or when new Board members or officers are elected or appointed.
- (15) Notifies the City staff if there are any changes to meeting dates, times, locations, including cancelled meetings.
- (16) Works with the City to keep City websites up-to-date on NA issues and activities.
- (17) Maintains the NA's Community Development Code manual (if the NA keeps one).
- (18) Participates in development, editing, and distribution of NA newsletters.
- (19) Determines most cost effective and efficient way to disseminate information to both members and residents on a regular basis.

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- (20) Presides at meetings if delegated to by the President or when neither the President nor Vice-President is available.

### 12. Removal of Officers.

#### A. Vacating Required.

- (1) Non-attendance. If a member of the Board is absent for three consecutive meetings (Board, General or Special) that member's term of office shall be automatically terminated with a written statement from the Board. However, if the majority of the Board finds that extraordinary circumstances prevented the member's attendance or if special arrangements were made with the Board in advance no action shall be taken.
- (2) Loss of Member Eligibility. If an officer no longer meets the requirements of member eligibility, they shall immediately vacate their position.

#### B. Recall of a Board Member.

- (1) If the action(s) of a Board member is determined by the majority of the Board to be against the best interest of the neighborhood and/or the NA, the Board may recommend to the membership that a Board member be recalled (i.e. remove the Board member from their elected position).
- (2) Any member may exercise their right through the grievance process to request an officer be removed from their position.
- (3) A recall of a Board member requires at least a quorum of members voting in the affirmative. The NA shall establish policies and procedures on the recalling of Board members.

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- (4) The membership can adopt a motion expressing either its confidence or lack of confidence in any of its Officers, Board or Committee Chairs. A vote of “no confidence” does not remove an officer from office, it’s just a way to express the membership’s view. However, groups equal to or larger than the membership quorum requirement may submit it through the grievance process.

13. **Committees**. NAs shall establish policies and procedures concerning committees in their bylaws.

#### A. General Information.

- (1) There are two types of committees: Standing and Special (special committees may also be referred to as task forces or ad hoc committees).
- (2) The President may appoint committee chairs and members.
- (3) The Board may delegate the appointment of the committee members to the designated chair of that committee.
- (4) The main purpose of committees is to develop recommendations (like a proposed position on an issue), research projects, and provide information through reports.
- (5) Committees may also be used to organize events or activities.

#### B. Standing Committees.

- (1) Standing Committees carry out the work of the NA. They are intended to implement the purpose and objectives of the NA.
- (2) Each NA decides which standing committees are needed.

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- (3) Standing committees are named in the Association's bylaws and are typically chaired by Board members, but not required.
- (4) Each committee shall be given specific goals to follow and an established process for working and reporting back to the board.
- (5) Standing committees should be active throughout the year to address continuing issues.
- (6) The Board may elect not to fill certain standing committees without the need to eliminate them from the bylaws.

#### C. Special Committees.

- (1) Special Committees may be used to broaden the participation of the Association in advisory roles to the City relating to policy matters and decisions that may come before the City Council, City staff, or its boards, committees, and commissions.
- (2) These committees are enacted for a designated length of time.
- (3) They may be used when issues arise that need to be addressed but do not fall under the standing committees duties.

#### D. Committee Duties. The following examples are of various types of NA committees and the duties usually associated with them. These include, but are not limited to:

- (1) Safety: Makes recommendations to increase the safety of homes and businesses within the boundaries of the NA; Promotes fire and police safety.

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- (2) Parks and Recreation: Promotes and makes recommendations on the location, needed amenities, and other related matters of city, state or federal parks and recreation facilities within or near their NA boundaries.
- (3) Public Works: Makes recommendations on traffic flows, street maintenance, storm and sewer-related facilities, sidewalks and bicycle paths.
- (4) Land Development: Makes recommendations on the uses of land for housing, businesses, streets and other facilities requiring construction or altering of the existing landscape; continuously reviews statewide planning goals and guidelines.
- (5) Schools and Education: Makes recommendations on public school activities including educational needs, school board issues, and City concerns.
- (6) Bylaws: Reviews and makes proposed recommendations regarding any necessary amendments required to the bylaws.
- (7) Membership: Obtains support from neighborhood residents; encourages eligible individuals to become NA members; and is responsible for liaison with the Chamber of Commerce, Welcome Wagon or other like organizations.
- (8) Nominations: Canvasses the membership for possible Board of Director nominees and contacts each nominated person to assure his or her willingness to serve in the specified office(s) if elected.
- (9) Finance: Responsible for financial arrangements and financial records of the NA; reviews the proposed City Budget and makes recommendations to the members regarding the action the NA shall take, if any.

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- (10) City Liaison: Monitors or attends public City Council meetings, prepares reports to be shared with the Board of Directors and the membership at general or special meetings; and makes approved presentations to the City of behalf on the NA.
- (11) Neighborhood Liaison: Attends and reports on other city neighborhood group's activities and provides to other groups information regarding their own NA.
- (12) Publications: Prepares and distributes communications to inform all members and/or residents of business that transpired at NA meetings and activities of the NA; prepares and distributes notices to NA members of meetings.
- (13) Social: Plans and coordinates neighborhood social functions. Activities may also include participation in city-wide events.

14. **Public Meeting Requirements.** (Reference ORS 192.610 to 192.690). NAs shall establish policies and procedures concerning public meeting requirements in their bylaws. At a minimum bylaws shall include:

- A. **Voting to Render a Decision.** All votes must take place in a meeting open to public attendance (ORS 192.620).
- B. **Recommendations to the City.** On all matters upon which a recommendation is made to a government agency meetings shall be open to the public.
- C. **Fostering Public Participation.** Neighborhood Associations, with limited exceptions as noted in this section, shall conduct their affairs in meetings open with adequate notice to the public and in a manner to foster public participation.

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15. **Meeting Location Requirements**. NAs shall establish policies and procedures concerning meeting locations in their bylaws.
- A. **Single Location**. Except as set forth below in this section, meetings shall be conducted at a single location so that all members of the NA and public in attendance physically convene in one place.
  - B. **Within Boundaries**. Whenever practicable, meetings shall be held within the boundaries of the NA. Meetings not held within the boundaries shall be held as near as practicable to the NA's boundaries (ORS 192.630, Section (4)).
  - C. **Non-discrimination**. Meetings shall not be held in locations where any person attending the meeting would face discrimination on the basis of race, religion, color, sexual orientation, gender identity, age, disability, national origin, income, or political affiliation (ORS 192.630, Section (3)).
  - D. **Accessibility**. Meetings shall be held in locations accessible to people with disabilities (ORS 192.630, Section (5)(a)).
16. **Meeting Types**. NAs shall establish policies and procedures in their bylaws concerning the types of meetings they will hold. This may include:
- A. **General Meetings**.
    - (1) General membership meetings are used for discussion, debate, information, planning, forming resolutions, approval of committee reports, voting and internal regulation.
    - (2) These are held at least quarterly, preferably in the evening on the second Sunday of the month, and preferably during the months of January, April, July, and October.

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- (3) The Board shall have the authority to determine the months and day the NA will hold regular meetings.
- (4) The Board may defer this authority to a vote of the membership. A quorum of the members voting in the affirmative constitutes approval for this action.

B. Special Meetings.

- (1) These types of meetings are used when issues requiring immediate attention or resolution need to be acted upon outside of regularly scheduled general membership meetings.
- (2) Requesting Special Meetings. Special Membership, Board & Committee meetings may be requested by the following actions:

a. General Membership:

- 1. The President, or 2 or more of the Board of Directors, or at least a quorum of Association members may request a special membership meeting.
- 2. Members must submit their written request to a Board member. This may be accomplished by either individual requests equaling a quorum or through a written petition from the group of members.
- 3. Electronic mail shall be an acceptable means of making such request.

b. Board: The President, or 2 or more members of the Board of Directors.

c. Committees: 1 officer, or the committee chair, or 2 or more of the committee members.

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- (3) Frequency of Special Meetings. Special meetings shall not be held more than twice in a month.

17. **Meeting Notice**. (Reference ORS 192.640) NAs shall establish in their bylaws policies and procedures concerning providing notice of meetings.

- A. **Required Information**. All notices shall state the date, time, and place of the meeting, and a brief description of topics on the agenda. Other topics that arise after notice is given may be added to the agenda at the meeting in accordance with these Standards.
- B. **General Membership Meetings Requirements**. Notice of general membership meetings must be made public at least 24 hours prior to the meeting. However, 7 days advance notice is preferred.
- C. **Special Membership Meetings Requirements**. Notice of special membership meetings must be made public at least 2 calendar days before the meeting. More notice time is required for Special meetings since these are held out of the NA norms.
- D. **Board and Committee Meetings Requirements**. Notice of either Board or Committee meetings must be made public at least 23 hours before the meeting.
- E. **Methods**. NAs shall establish regular methods to provide widest dissemination of meeting dates and the agendas. When deemed necessary, NAs shall use additional methods periodically. Use of 2 or more notice methods, along with any other requirements in these Standards, will suffice as proper public notice. Methods of notice may include, but are not limited to:
- (1) NA newsletters
  - (2) City newsletters

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- (3) Community calendars in newspapers
  - (4) Posting information on public bulletin boards
  - (5) Door-to-door distribution of flyers
  - (6) Press releases (sent to all types of media outlets)
  - (7) Membership phone banks
  - (8) Electronic mail
  - (9) Websites
  - (10) Cable access TV
  - (11) Lawn signs
  - (12) Faxes
- F. City Notification Requirements. NAs shall provide by July 1st of each year a list of set general membership meetings. It is the responsibility of the NA to provide any updated changes to meeting information to the City staff if requesting assistance from the City with notification activities.
- G. Changes to Meetings. NAs shall develop procedures in their bylaws to provide notice of any changes or cancellations of meetings.
- H. Direct Notice Requirements. In some instances, direct notice to individuals shall be required in accordance with these Standards.
- (1) Direct notice shall be written notice delivered to individuals by hand, US postal service mail, private delivery service, or by verified fax or verified electronic mail.
  - (2) When above methods are not practical, notice may be done by telephone. However, leaving a message concerning the matter will not constitute direct notice. The individual receiving the direct notice must be spoken with in order for the notice to be considered valid.

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- (3) Direct notice shall be sent by a time that, in the regular course of delivery, will allow the recipient to receive the notice at least 2 calendar days prior to the meeting.
- (4) Direct notice is required, but not limited to, the following individuals:
  - a. Members of the media who provide a written request
  - b. Individuals or organizations that provide a written request
  - c. Parties who are known to have a direct interest in the topic(s) being discussed at a meeting, even if they have not specifically requested it. This includes any NA deliberations regarding a resident's land use issue.
  - d. Individuals involved in the grievance process.

18. **Meeting Procedures and Policies**. NAs shall establish in their bylaws policies and procedures concerning the conducting of meetings.

A. **Compliance With Laws**. The Board of Directors shall take such action as necessary to comply with the Oregon Public Meetings and Records Law (ORS 192.001 to 192.170 and ORS 192.610 to 192.690) and these Standards.

B. **No Smoking At Meetings**. Smoking is prohibited at meetings (ORS 192.710).

C. **Canceling a Meeting**. NAs shall develop a process in their bylaws for canceling a meeting. At a minimum the process shall include: who can request cancellations, who can approve cancellations, how much time is needed before a cancellation, and who to contact if a meeting is cancelled.

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D. Meetings without a Quorum. If no quorum is present when the meeting has been called to order, only those agenda items not requiring a quorum as specified in these Standards or a NA's bylaws may be discussed and decided upon. If a quorum is reached during the meeting, the presiding officer may elect to discuss agenda items out of the order presented to discuss and deliberate on agenda items requiring a quorum.

E. Public Participation.

- (1) Neighborhood Associations shall conduct their meetings in a manner that encourages maximum attendance and participation.
- (2) The chair of the meeting controls the extent of public participation subject to any controlling bylaws or other rules of the Neighborhood Association.
- (3) Neighborhood Associations are not required to allow public participation in board or committee meetings, although the public is entitled to be present.
- (4) All eligible members of a NA must be allowed to participate at membership meetings unless otherwise specified in these Standards.

F. Standing Rules.

- (1) Sometimes there are administrative details that are not important enough to be put in the bylaws and that do not relate to the conduct of business at meetings. These are referred to as standing rules.
- (2) Some examples are: requiring guests to sign a guest-only attendance roster, requiring new members to fill out a membership form, etc.

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- (3) NAs may develop standing rules by a simple majority of those present at the meeting.
- (4) If used, NAs shall develop a process to change standing rules when necessary.

G. Rules of Meeting Order.

- (1) The presiding officer shall determine the rules of order (how a meeting is conducted, the order of items on the agenda, etc.) during a meeting. NAs should adopt rules of order in their bylaws.
- (2) The rules of order shall include at a minimum: reading and approval of minutes, reading of correspondence, reports, old business, and new business.

H. Agendas.

- (1) NAs shall develop a process in their bylaws on how to add or delete agenda items at a meeting, if they choose to include this practice.
  - a. The agendas can be presented as a draft document at the beginning of the meeting and “adopted” at the start of the meeting. This allows for adjustments if necessary and would need to be included in the “Rules of Order.”
  - b. Adjustments include adding, deleting, and tabling issues.
- (2) Proposed Agenda Items Brought To The Board Prior to the Meeting.
  - a. The President sets the agenda with input from the Board of Directors and members.

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b. Items brought forth by either a member of the Board or a member of the NA should be placed on the agenda as soon as possible.

1. Items should be listed under "New Business."

2. The membership may choose to "Table" the item when it comes forth for discussion at the membership meeting.

3. The Board may develop a Board recommendation to be presented at the membership meeting regarding the issue or;

4. The Board may present the issue to the membership without a Board recommendation.

(3) Proposed Agenda Items Raised at a Membership Meeting.

a. If an issue is raised during a membership meeting, the members in attendance will determine by vote whether to consider the issue at that meeting, consider it at the next membership meeting, or to remand the issue to the Board of Directors for action.

b. A simple majority affirms the required action.

c. This action shall take place during adoption of the agenda process, if this process is used.

d. However, proper notice must be complied with in order to make an issue eligible to be added to the agenda.

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- e. If the Rules of Order state the agenda put forth at the meeting is the official agenda (e.g. changes are not allowed), then members will need to submit their proposed agenda item in writing to the President prior to the meeting.
- (3) Members conducting business at the meeting may make decisions or deliberate toward decisions only on the adopted agenda topics.
- (4) Items requiring specific notice as required in these Standards may not be discussed until sufficient notice is provided.
- I. Association Statements or Resolutions. One of the major purposes of the NA is to provide input to appropriate private or governmental agencies. Neighborhood Associations shall include a process for this activity in their Bylaws.
  - (1) This input is to present the views of the membership on any issue which impacts the neighborhood or the City.
  - (2) This input may be referred to as either a statement or a resolution.
  - (3) Statements or resolutions, having been discussed, written, and voted upon, shall then be presented to the appropriate agency.

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- (4) Required Information. All input shall be written and shall contain at least the following sections:
- a. Identification of the issue.
  - b. Current membership totals, if kept.
  - c. Number voting for the statement / resolution.
  - d. Number voting against the statement / resolution.
  - e. Narrative of the position taken by the Statement. This may be as brief as "We oppose..." or may run to several pages of comment, depending upon circumstances surrounding the issue.
  - f. An explanation of the reasoning behind the position.
  - g. The views of those who voted in the minority
- J. Disruptions. Subject to any controlling bylaws or other rules of the Neighborhood Association, the chair of a meeting may have anyone removed who disrupts a meeting after the individual receives at least one verbal warning during the same meeting that they are in jeopardy of being removed.
19. Quorums. In order to assure the NA is successfully representing the interests of the residents it supports, there shall be two types of quorums. Additionally, specific actions require a vote in the affirmative of at least a quorum or more for the action to be adopted or approved.

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A. Quorum Types. Both types of quorums are based on the estimated number of the population that is 18 years or older within a Neighborhood Association boundaries. These numbers, which are provided by the City, shall be updated at least every 4 years and provided to the NAs for calculation of quorum requirements.

- (1) Membership Quorums. There are 4 categories of membership quorums based on estimated population sizes of the NAs. They are as follows:

Number of Residents	Quorum Requirement
0 – 1,000	10
1,001 – 2,000	15
2,001 – 3,000	20
3,000 - +	25

- (2) Neighborhood Quorums. There are 4 categories of neighborhood quorums based on estimated population sizes of the NAs. Neighborhood quorums represent 3 times the amount of a membership quorum, as these actions have major impacts on a neighborhood. They are as follows:

Number of Residents	Quorum Requirement
0 – 1,000	30
1,001 – 2,000	45
2,001 – 3,000	60
3,000 - +	75

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B. Membership Quorum Required. At least a quorum of members must vote in the affirmative for the following actions to be approved:

- (1) Adoption or revision of the Annual Action Plan
- (2) Adoption of a Fundraising Plan
- (3) Change Association status to "Inactive"
- (4) Change Association status back to "Active"
- (5) Approval of Annual Budget
- (6) Expenditure of Funds for Non-Administrative Purposes or other expenditures as stated in the bylaws.
- (7) Official Positions / Statements / Resolutions on City-related Issues (i.e., taking a position on a proposed policy the City Council is considering or adopting a resolution regarding land use issues, etc.)

C. Neighborhood Quorum Required. Certain NA business and/or actions can have a significant impact or consequence on the entire neighborhood. Thus, a higher threshold shall be established for said business and/or actions as a "Neighborhood Approval" quorum requirement. The following types of actions and/or requests that require Neighborhood Approval include, but are not limited to:

- (1) Adoption of or change to a Neighborhood Association Plan.
- (2) Dissolution of a Neighborhood Association.
- (3) Changes in Neighborhood Association boundaries.

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- (4) Amendments to Neighborhood Association bylaws.
- (5) Approval to make a Land Use Appeal.
- (6) Election of the Board of Directors
- (7) Recall a Board of Directors Member

D. Simple Majority Requirements. All other NA business not addressed in this section of the Standards shall only require a simple majority of members present at the meeting to be approved.

E. Board of Directors. A simple majority of the number of Board members in office shall constitute a quorum for the transaction of business.

F. Committees. A simple majority of the members of the committee shall constitute a quorum, unless otherwise specified.

20. **Voting Methods and Rules**.

A. Voting Process. Voting shall be in the manner determined by the presiding officer. This may include written ballots, show of hands, verbal yeas and nays, standing, or roll call by the attendance roster.

B. In Person Rule. Voting must be done in person at meetings. No proxy or write-in votes are allowed.

C. One Vote Rule.

- (1) Residents and property owners who are members and are otherwise eligible to vote under these Standards shall each have one vote.

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- (2) Representatives for each group or business licensee that is a member shall each have one vote per group or business. Under no circumstances should a group or business be allowed more than one vote.
  - (3) Under no circumstances should a person be entitled to more than one vote. For instance, if they are the representative of a business in the NA and also a resident in the NA boundaries, they may vote either as the representative or the resident, but not both.
- D. Ineligible to Vote. Associate Members, Guests, and Residents-at-large (non-members) are not allowed to vote.
- E. Presiding Officer Vote. Refer to Section 11.A.1. of these Standards on policies regarding a President's vote.
- F. Voting Contingencies. Under no circumstance shall a NA make a member's eligibility to vote contingent upon payment of dues or contributions, attendance records, or any other contingent that diminishes a member's right to participate in the vote. However, members have the right to abstain from a vote.
- G. Written Ballots.
- (1) Written ballots shall contain at a minimum the name of the member voting and the vote of that member.
  - (2) Anyone wishing to see written ballots may do so at the meeting or anytime thereafter before the ballots are discarded.
  - (3) Written ballots must be retained for a period of 180 calendar days after the vote and then may be discarded.

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### H. Secret Ballots.

- (1) For election of Board members, and other NA representatives voting may be done by written secret ballot. This is the only instance where secret ballots are allowed.
- (2) The name of the member voting is not required. However, the ballots themselves are subjected to Oregon Public Records law.
- (3) These ballots must be retained for public inspection for a period of 180 days after the vote and then may be discarded.

### I. Vote Clarification. Upon the request of any voting member, a show of hands shall follow an oral vote.

### J. Simple Majority. Votes may pass by a simple majority of those members voting, unless otherwise specified in these Standards.

### K. Vote Outcome. The disposition of a vote must be orally provided immediately after the vote has been taken. This shall include the number in favor of and the number opposed of the action. Additionally, the statement must include if the vote passed or failed.

### L. Meeting Minutes. Votes are recorded by the Secretary in the minutes in accordance with state public records law, these Standards, and the NA bylaws.

### M. Surveys.

- (1) NAs may use either written or electronic surveys for input from all eligible members order to garner a larger viewpoint concerning NA business.

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- (2) Under no circumstance shall such input be considered a vote. However, input gathered should be made available to the membership and public within a timely manner.
- (3) Input shall be available to the membership for consideration while in deliberations of issues relating to the survey.
- (4) The results of the surveys must be retained for public review for a period of at least 180 calendar days after the results are provided to the membership.

21. **Meeting Minutes.**

A. **Required Information.** Minutes shall be taken at all meetings. Minutes do not have to be a verbatim transcript of the meeting, but must give a true reflection of the matters discussed at the meeting and the views of the participants. In accordance with these Standards, NA meeting minutes shall contain, at a minimum, the following information:

- (1) Name of the organization.
- (2) Type of meeting (regular, board, special, and committee.).
- (3) Date, and place of the meeting and the time the meeting started.
- (4) Names and titles of all officers and guests present.
- (5) Number of residents in attendance.
- (6) Notation of whether or not there was a quorum.
- (7) Notation as to the reading and approval of minutes.

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- (8) Record of the reports by officers and committees.
  - (9) Record of any correspondence received or sent.
  - (10) All actions, including motions, proposals, and resolutions stated in full and their dispositions, except those withdrawn, including name of the individual who made the motion and who seconded the motion.
  - (11) Results of all votes taken.
  - (12) A summary of minority opinions on all topics on which a vote is taken.
  - (13) Signature of the recorder and date.
  - (14) A copy of the attendance roster.
- B. Official Minutes. All meeting minutes will be properly corrected and approved at the next scheduled meeting. Approved minutes shall be those that were presented and approved at the meeting, with any corrections made that may have been required. Approved minutes are the official minutes of the meeting and are subject to state Public Records Law. Approved meeting minutes are considered the official public record of the NA's discussions and decisions.
- C. Meetings Without A Quorum. It is important to submit meeting minutes regardless if there is a quorum at the NA meeting in order to keep with the spirit of recording community involvement within the NA. This is especially important if deliberations occurred on issues not requiring a quorum.
- D. Delegation of Approval Authority. Meeting minutes should be made official in a timely manner. Neighborhood Associations may delegate approval authority to a committee, the Board, or an

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Officer of the Board if there are more than three months between a membership meeting (to include general and special).

- E. Draft minutes. Copies of draft minutes may be allowed to be publicly inspected in accordance with a NA's bylaws. However, the City retains the right to request prompt access to draft minutes in order to improve the timely flow of information.
  - F. Submittal. A copy of the draft (if requested by the City) and/or approved meeting minutes, along with the original attendance roster, shall be provided to the City within 14 calendar days of a meeting or as otherwise specified in these Standards or by the City. NAs should make a copy of the attendance roster for their records.
  - G. Special Meetings. Minutes of special meetings shall state the nature of the emergency and state why the meeting could not be delayed to allow at least 7 calendar days notice.
22. **Communications**. All references to the word "written" within these Standards convey that all correspondence may be either on paper or in electronic format. Electronic formatting is preferred in accordance with ORS 192.240.
- A. Internal Communications.
    - (1) The Board of Directors shall make efforts to maximize communication with its membership. Activities may include but are not limited to:
      - a. Email Updates
      - b. NA Website
      - c. City Website
      - d. Newsletters, post cards or other written information
      - e. Draft and approved meeting minutes

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- (2) At a minimum, communication shall be provided to members on a quarterly basis.
- B. External Communications. NAs are encouraged to provide information to all City residents concerning their activities with a focus on those residing within the NA's boundaries
- C. City Communications. All NAs shall provide at a minimum the following information to the City Manager or designee (preferably in electronic format):
- (1) Within 30 calendar days of an internal election of officers, NAs shall provide a current list of newly elected officers, a list of any Home Owner Association leaders within their boundaries, and the contact information for both groups to include :
    - a. email address
    - b. home address
    - c. phone numbers (may include work, home and cell)
  - (2) Any changes pertaining to the list of officers and their contact information within 5 calendar days of the occurrence.
  - (3) Meeting dates, times, and location, to include regularly scheduled, special, or changed meetings in accordance with these Standards and the NA bylaws.
  - (4) Amended or new bylaws that have been tentatively approved by the City pursuant to required changes. An updated copy of the bylaws shall be provided within 30 calendar days of tentative approval by City.
  - (5) Draft and /or approved meeting minutes and original attendance records within 14 days of a membership meeting and in accordance with these Standards.

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- (6) Revised meeting minutes within 14 days of approval of the revisions. These minutes should state they are the official minutes of the meeting they pertain to.
  
- (7) An Annual Action Plan. This plan shall preferably be provided by June 30<sup>th</sup>, but no later than October 31<sup>st</sup> of each year. This plan shall include, but is not limited to:
  - a. The annual goals and objectives of the NA
  
  - b. The estimated costs, including any supporting documentation, associated with the goals
  
  - c. The approximate timeline regarding the goals
  
- (8) An annual report on the activities of the NA covering the period of July 1<sup>st</sup> – June 30<sup>th</sup> of each year.
  - a. This report, at a minimum, should include the dates and attendance count of all meetings held in the past year, total number of members, accomplishments, current financial data, and results of current annual action plan.
  
  - b. Other items to consider for inclusion may be, but are not limited to: photos of projects, copies of newsletters, media coverage, etc.
  
  - c. This annual report shall preferably be provided by June 30<sup>th</sup>, but no later than October 31<sup>st</sup> of each calendar year.
  
- (9) Financial reports and bank account information in accordance with these Standards.

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**23. Finances.**

- A. Dues. Neighborhood Associations shall not require collection of membership dues. Contributions made on a voluntary basis may be accepted
- B. Debt. NAs shall not incur any debt.
- C. Annual Budget. All NAs shall develop and adopt an annual budget in accordance with these Standards and their bylaws.
- D. Bank Account Management. NAs shall have bank accounts to hold the monies they receive from fundraisers, donations and grants. NAs shall implement the following actions to keep accurate bookkeeping information:
  - (1) NAs are responsible for opening and maintaining their own checking accounts. If necessary, City staff can provide a letter to the financial institution verifying the NA's status.
  - (2) NAs shall have at least two signers on the NA's bank account as a precautionary policy in the event the primary signer is unavailable. However, people who are authorized to sign checks or use debit cards shall not be related to one another .
  - (3) NAs shall have the bank statement sent to a NA officer other than the person who keeps the checkbook / debit card. In addition, NA officers should not have independent authority to spend the NA's money without the approval of the board.
  - (4) NAs shall implement at a minimum, a semi-annual financial review process in which NA officers or board members other than the checkbook / debit card custodian reviews invoices and reconciles the information with bank statements. This process shall be included in the NA bylaws.

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- (5) NA board members or officers should regularly review the financial activities of the NA's account.
- E. Grants from City. Dully recognized NAs shall be eligible for financial grants from the city. The amount of these grants may be determined during the City's budgetary process. The NA's annual action plan may be used in determining the amount. The full amount of the annual grant will be distributed no later than August 30<sup>th</sup> of each year and directly deposited into the NA's bank account. To receive these grants the NAs shall comply with the following policies:
- (1) Adhere to all policies and procedures stated in these Standards.
  - (2) Keep separate records for city grant-related expenditures. All NA funds may be retained in the same bank account, though.
  - (3) Provide the City a financial accounting of expenditures and remaining balance of City funded grants, preferably by July 1<sup>st</sup>, but no later than October 31<sup>st</sup> of each year.
  - (4) NAs may combine fundraiser and contribution funds with City grants for purchases or projects.
  - (5) All purchases must be to the benefit of all members, or the neighborhood or the City. The only exception is for recognizing member's contributions to the NA. In such instances, no more than twenty-five dollars per member may be spent per fiscal year.

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- (6) NA's may carryover City grants from previous years up to a total amount of \$3,000. Any amount over \$3,000 shall be refunded to the City at the end of the fiscal year in which the NA reached the financial limit, unless the City grants an exception to the policy.
  - a. This policy allows NAs to plan for long-term projects and diminishes the practice of "use it or lose it" financial management
  - b. NAs may use carry-overs as part of a financial reserve fund.
  - c. Annual budgets and action plans shall contain information explaining the projected use of the remaining grant funds.

#### F. Other types of Grants.

- (1) NAs may apply for grants from organizations other than the City. However, no grants may be received from politically affiliated organizations or organizations that carry out political activities.
- (2) If a grant relates to City business (i.e., transportation, roads, parks, etc) the NA shall provide the City a copy of the NA's grant application within 7 calendar days of submittal, to minimize duplicate efforts.
- (3) If duplication of efforts exists, the NA shall work with the City to determine the best approach in going forward with the project.

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G. Voluntary Contributions. All voluntary contributions will be treated as non-tax deductible donations and no receipt(s) shall be provided to donors. However, the NA shall track all donations to include the name, date, and amount given. This information shall be included in the annual financial report to the City.

24. Public Records Requirements. (Reference ORS 192.001 to 192.170, ORS 192.210 to 192.243, and ORS 192.650)

A. Public Availability.

- (1) Neighborhood Associations shall put in writing and make available to the public those documents set forth in these Standards.
- (2) Approved minutes shall be forwarded to the City within a timely manner after either a general, special, or board meeting to they may be available for public inspection.
- (3) The City may request a copy of the draft minutes to assist with timely and effective communications.  
(ORS 192.502, Section (1))
- (4) The NA may elect to make draft minutes available as public records, by including said policy in their bylaws.

B. Public Inspection of Records. Any person may inspect the records of a Neighborhood Association upon written request to the President of the Board of Directors. The NA shall comply with any laws governing the timeliness of granting access to public records.

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- C. Exemptions. The following exemptions apply in accordance with ORS 192.502:
- (1) Records pertaining to mediation of personal disputes among members, but not including grievances
  - (2) Records pertaining to consultation with legal counsel
  - (3) Records exempt from release by law
  - (4) Records pertaining to the personal affairs of members (e.g., phone numbers and addresses). This includes membership application forms.
- D. Inspection Specifications. To protect records, maintain efficiency and order, and exclude exempt records from inspection, the Neighborhood Association may control the time and manner of inspection of records not on file with the City (Reference ORS 192.430).
- E. Non-existent Records. No Neighborhood Association is required to compile a record that is not already in existence.
- F. Reasonable Fees. Neighborhood Associations may charge reasonable fees for reproduction of records. (Reference ORS 192.440). The amount shall be stated in the bylaws or set by the City.
- G. Attendance Rosters.
- (1) Attendance rosters shall be made available for public inspection.
  - (2) The NA shall keep a record of all residents and guests that have attended their NA meetings.

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- (3) The original attendance roster for either a general or special membership meeting must be provided to the City in accordance with these Standards.
- (4) The NA shall keep a copy of each attendance roster for its own records.
- (5) The NA may compile the information from the individual meeting attendance rosters to create a membership roster.

H. Archiving Public Records. (Reference ORS 192.005 – 192.170)

- (1) Neighborhood Associations shall retain specific types of records for specific periods, depending on the type of record:
  - a. Permanent Records. The following information shall be kept permanently:
    - 1. Minutes of board, committee, special and general membership meetings.
    - 2. Records, such as correspondence either from the City or to the City, pertaining to any issue a neighborhood votes on.
    - 3. Correspondence relating to official recognition of the Neighborhood Association from the City.
    - 4. Information from official grievances
  - b. Business records to include financial matters, shall be retained for seven years.

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- c. Other Items. Bylaws, Membership Rosters, Rules of Order and Standing Rules should be retained while they are current. Neighborhood Associations shall retain records as required by these Standards, and state, federal, or other laws.
  - d. In order to comply with this requirement, the NA may use electronic means (i.e., scanning to CD, USB Drives, microfiche, etc.) to archive paper records older than 4 years. However, back-up copies shall be retain in either electronic or paper form.
25. **Conflict of Interest Procedures**. NAs shall incorporate into their bylaws procedures to handle potential conflict of interest actions among members of the Board of Directors. The procedures shall provide for, but are not limited to, the following:
- A. **Definition**. A situation occurring when an officer's private interests may benefit from his or her public actions within the NA.
  - B. **Disclosure**. A Board member with a potential conflict of interest shall immediately disclose to the entire Board during a Board of Directors meeting the potential conflict and provide all material facts.
  - C. **Determination**. The majority of the Board members who have no direct or indirect conflict with a Board's action, proposal, or recommendation on an issue shall determine if there is a conflict of interest. However, the determination may not be made by only one Board member.

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D. Action.

- (1) If only one Board member does not have a conflict of interest on the issue, the action, proposal, or recommendation may not go forward as a Board action, proposal, or recommendation. However, the issue may be presented to the membership for further action.
- (2) If the issue is referred to the membership for action, full disclosure of which Board members have a conflict of interest, and all the material facts concerning the conflict of the member's interest, must be made.
- (3) The presence of a Board member with a direct or indirect interest in the transaction does not affect the validity of the action taken by the Board or membership. The Board member with the conflict of interest must elect to abstain from voting on the transaction.

26. **Grievances**. Bylaws shall include provisions relating to the resolution of grievances concerning the activities, policies, or recommendations of the NA including who is eligible to submit a grievance, a process for the receipt and handling of grievances, and a procedure for final resolution. The procedures shall include, but are not limited to the following:

A. Definitions.

- (1) Grievant. A grievant is the person alleging the violation.
- (2) Respondent. A respondent is a person or entity against whom the grievance is lodged. A respondent can be an organization (the Neighborhood Association), one or more of its officers, board of directors or committee members.

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- B. Limitations. Grievances are limited to procedural violations of a NA –related meeting that directly affect the outcome of a group’s decision, or limits a members right to participate in NA business. A grievance must contain an alleged violation of the subject Neighborhood Association’s bylaws or these Standards.
- C. Initiation. A Grievance may be initiated by any person or group who:
- (1) Claims to be adversely affected by a decision or action made by the NA Board, a NA committee, or the membership of the NA.
  - (2) Desires that the NA reconsider any recommendation or policy adopted.
  - (3) Desires to recall any member of the Board of Directors.
- D. Grievance Requirements.
- (1) Provide a fully detailed explanation of the process, rule, or procedure stated in the NA bylaws or Standards that is in question, i.e. what is being grieved.
  - (2) Describe the individual or organization that is directly harmed and why they are harmed.
  - (3) Provide all documentation involved with the issue.
  - (4) Recommend a remedy (solution) that would satisfy the grievant.
  - (5) Typed on a maximum of three pages

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- E. Alternative Methods. Prior to the filing of a grievance, parties are encouraged to use one-on-one dialogue or mediation.
- (1) Dialogue. Individuals or groups are encouraged to first seek resolution of differences through one-on-one dialogue. Consider contacting the City for advice.
  - (2) Mediation. A circumstance could present itself that may require an individual to facilitate the discussion with the affected parties. The use of mediation is desirable prior to utilizing the official grievance process, but is not required. Consider contacting the City for advice.
- F. Board Notification. Bylaws of a Neighborhood Association shall designate that a grievance is to be brought to the attention of one or more of the following: the NA President, a designated NA officer or Board member, or a designated committee chair for review.
- G. Submittal Timeline. A grievance must be submitted by the grievant to the respondent within 30 calendar days of the alleged incident.
- H. Respondent Timeline. The grievance must be researched and responded to by the respondent and NA designees within 30 calendar days from receipt of the grievance.
- I. Public Record Requirements. A grievance and its findings shall be a matter of public record. The Neighborhood Association's response shall be in writing and include all relevant findings of the final decision or resolution.
- J. Appeal Rights. Only upon unsatisfactory resolution of a grievance with a respondent or Neighborhood Association may the grievant appeal to the City. The grievant has 30 calendar days from the date the decision is rendered from the NA to submit a written appeal to the City.

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- K. Appeals Process. Grievances appealed to the City must contain an alleged violation of the NA bylaws or these Standards.
- (1) The written appeal must be reviewed and responded to by the City within 30 calendar days from the date the appeal request was received.
  - (2) The NA involved must make every effort to assist the City in meeting this deadline.
  - (3) The appeal must be contain the following information:
    - a. Provide the original grievance documentation.
    - b. Provide the written decision from the NA.
    - c. Provide up to three typed pages of why the City should overrule the decision of the NA.
  - (4) The City has the exclusive right to determine whether an appeal meets the threshold criterion of containing a credible allegation of a substantial violation of these Standards and if the grievant has exhausted all attempts to resolve the original grievance within internal NA procedures.
  - (5) If any part of the appeal is found to be missing, the grievant has 7 calendar days to resubmit the appeal, and the City has an additional 14 days to respond. If after 7 days the grievant has not provided the missing information the appeal is automatically nullified.
  - (6) The final adjudication of the grievance is by the City. The City's decision can not be appealed to a higher level.

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27. **Land Use Decision Appeals**. NAs shall establish a process in their bylaws to appeal land use decisions.
- A. **Reimbursement Eligibility and Process**. Each NA is eligible to apply for reimbursement for one (1) land use appeal per each fiscal year on decisions made by either the City Planning Director or the City Planning Commission pertaining to a matter within the NAs approved boundaries. The NA is eligible for this onetime annual reimbursement if:
- (1) The City Planning Director finds the NA has followed the proper appeal procedures as set forth in Section 99.140, and Sections 99.240 through 99.300 of the City Development Code.
  - (2) The NA holds at least one public meeting as to the potential of an appeal and the request for reimbursement of the fee from the City.
  - (3) The NA notifies its membership no fewer than 2 calendar days prior to the meeting in which deliberations of a proposed appeal are scheduled.
  - (4) The NA provides direct notice as required by these Standards.
  - (5) The NA conducts meetings relating to the land use issue according to Oregon public meeting laws.
  - (6) The NA votes in accordance with these Standards and the NA's bylaws.
  - (7) The NA provides a written request to the City for reimbursement of the appeal fee upon payment of the fee.

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- (8) The NA submits a copy of the membership meeting minutes in which the membership voted to appeal a land use decision and request reimbursement.
- (9) The NA submits the original meeting attendance roster relating to the decision to appeal.

B. Funds Restrictions.

- (1) No funds provided to a NA by the City may be used to appeal land-use decisions to the Planning Commission or City Council where the property that is the subject of the appeal is outside the boundaries of the NA.
- (2) No funds provided to a NA by the City may be used to appeal land use decisions to the Land Use Board of Appeals or the courts.

C. Request Impact. A NA's request for reimbursement of the appeal fee has no impact on the outcome of the land use decision.

28. Prohibited Activity. Neighborhood Associations shall not partake in the following activities:

- A. Positions on Electoral Issues. Neighborhood Associations shall not take positions in support of or opposition to any political candidate or party. However, a NA may take a position on ballot measures and referendums.
- B. Collections of dues or mandatory contributions from membership.
- C. Incurring debt.
- D. The expenditures of city grant money that does not benefit the entire membership, or neighborhood, or the City.

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E. Act on behalf of the City to initiate litigation of any kind.

29. **Dissolution of a NA.**

A. Grounds for Mandated Dissolution. The City may withdraw its formal recognition of a NA based on the following criteria:

- (1) If the neighborhood is either unwilling or unable to participate in the City's NA program in accordance with these Standards. This action is considered mandated.
- (2) If the Neighborhood Association grossly violated these Standards or state or federal laws.
- (3) As a proposed resolution to a grievance.
- (4) The NA was in an "Inactive" status for more than 2 years.
- (5) Failure to ensure proper fiscal management of city grants.

B. Mandated Dissolution Procedures. The following procedures shall be adhered to:

- (1) The City may hold a public hearing on the City's position and the rationale behind it.
- (2) Notice for said public meeting must be provided to all affected residents at least 30 calendar days prior to the hearing.
- (3) The final decision must be provided to the affected NA President in writing and include the rationale.

C. Grounds for Requesting Dissolution. A NA or the City may request a Neighborhood Association by dissolved for the following reasons:

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- (1) As a result of boundary changes.
- (2) If a NA is inactive for more than 2 years, the City or the NA may initiate action to change the status to "Dissolved."
- (3) Failure to elect at a minimum a new President, Vice President and Secretary-Treasurer in accordance with the Standards.

D. Requested Dissolution Process:

- (1) Neighborhood Association Requests.
  - a. The NA shall provide all neighborhood eligible members (one letter per household, business license, or group) at least 30 calendar days notice of the meeting(s) where the vote concerning the change in status will occur.
  - b. The notice shall contain the meeting date, time and location. Additionally, all meeting minutes containing information on any deliberations of the proposed change of status, to include the rationale, must be included.
  - c. The presiding officer of said meeting shall open the floor for additional deliberations prior to the actual vote.
  - d. At least at Neighborhood Quorum (30 members or more) must vote in the affirmative for the status change request to move forward in the process.
  - e. The NA shall request in writing to the City a change in their status to "Dissolved," and provide all supporting documentation.
  - f. The City shall provide a written response to the NA President within 30 calendar days regarding their decision.

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- g. The NA shall notify all neighborhood eligible members and affected Home Owner Association leaders of the final outcome within 30 calendar days of notification from the City.
  - h. As a result of a Boundary change, these procedures shall also be followed:
    - 1. The current NA(s) shall request to be dissolved, if necessary, in accordance with these Standards.
    - 2. The newly proposed NA shall use the NA boundary change procedures to gain approval of the proposed new boundary lines .
    - 3. The newly proposed NA shall use the NA origination and recognition procedures as needed.
- (2) City Requests.
- a. The City may accomplish this action through a resolution process. They may also choose to hold a public hearing on the matter.
  - b. A petition signed by at least 10 neighborhood residents requesting dissolution of the NA may be provided to the City for consideration after the two-year period of inactive status has been concluded.
- E. Asset Allocation. In the event of dissolution of the Neighborhood Association, all assets of the Neighborhood Association shall be given over to the City of West Linn within 30 calendar days of official dissolution. The following policies apply:
- (1) The NA may request the financial assets be used for a specific improvement project within the NAs boundaries.

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- (2) The NA may request the financial assets be held in trust by the City for no more than 180 calendar days if the intention of the NA is to reorganize or regain Active status.
  - (3) If the NA does not specify how the remaining financial assets shall be used and/or does not intend to reorganize, the City may use the assets as seen fit.
  - (4) All public records required by law shall to turned over to the City.
30. **Liability of Directors or Officers.** No member of the Board of Directors shall be personally liable to the Association for monetary damages for conduct as a director or officer, except for:
- A. Any breach of the director's or officer's duty to the Association that results in a financial outlay. In such case, the Board member shall reimburse the NA for the total amount.
  - B. Acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of city, state, or federal laws; these Standards; or the NA bylaws that impact the NA financially. In such case, the Board member shall reimburse the NA for the total amount.
  - C. Any transaction from which the director or officer derived an improper personal benefit. In such case, the City may consider an appropriate fine.

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31. **City Responsibilities and Services**. The level of involvement from the City of West Linn staff and City Council members to the Neighborhood Association Program greatly impacts the overall effectiveness of the program. The City can accomplish this through the designated responsibilities within these Standards, and by the services it provides to recognized Neighborhood Associations. The following City responsibilities and services may include but are not be limited to the following:

A. **City Responsibilities**. The City of West Linn is responsible for, but not limited to, the following matters in regards to the Neighborhood Association Program:

- (1) Provide NAs with all information required by City, State or Federal laws.
- (2) Provide NAs with an annual list of services recognized NAs may receive from the City by July 1<sup>st</sup> of each year.
- (3) Update these Standards upon any changes, to include the annual list of services.
- (4) Ensure these Standards are reviewed at a minimum of every four years.
- (5) Formally request input from NAs regarding City business.
- (6) Provide NAs with timely notification of meetings of the City Council and Planning Commission. And upon written request of the NA, timely notification and meeting minutes of any Council Advisory Board, Committee or other such meetings.
- (7) Approve the official status of a NA, to include recognized, inactive, or dissolved.

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- (8) Approve NA boundary changes.
  - (9) Ensure all City residents, business licensees, landowners, or other eligible groups are assigned to a NA.
  - (10) Review and resolve Grievance Appeals.
  - (11) Approve new or amended NA bylaws.
  - (12) Determine the annual financial grant amount.
  - (13) Provide assistance to increase participation of residents.
  - (14) Comply with any requirements set forth in these Standards in regards to the City.
  - (15) Update estimates of NA resident population and provide by July 1<sup>st</sup> of every year.
  - (16) Assign new residential or commercial properties to a NA.
  - (17) Develop processes to provide timely feedback to NAs regarding information contained in their minutes or other correspondence.
- B. City Services. The following services may be provided to Recognized Neighborhood Associations:
- (1) Provide financial grants to conduct NA business.
  - (2) Provide annual Officer Training between the months of April and July of every year.
  - (3) Access to City Hall, Library, Adult Center or other City properties for NA meetings.

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- (4) Access to a dedicated space on the City's website to post meeting notice and other NA business.
- (5) Posting of meeting notices and minutes within 7 calendar days upon receipt from the NA.
- (6) Access to the City Cable TV Channel.
- (7) Provide dedicated space for the posting of NA information in all City public buildings, specifically the Library and City Hall.
- (8) Pay for (in addition to any annual grant provided) and assist with the development of two newsletters per fiscal year, per NA, to be sent to all eligible members within the NA's boundaries.
- (9) Police Officer presentations at membership meetings.
- (10) Semi-annual meetings with City Councilors in January and July every year.
- (11) Dedicated space within City Hall for NA's to conduct official business. This space may include a desk, a table, chairs and access to a telephone, a computer, the internet, a copier machine, and a fax machine.
  - a. Said space shall be managed through an online scheduling tool
  - b. No more than 5 people may work in the space at the same time.
  - c. Users are encouraged to share space time, if needed, with all recognized NAs.

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END