

**CITY OF WEST LINN  
NEIGHBORHOOD ASSOCIATION BYLAW UPDATE PROJECT**

**BYLAW TO BYLAW (B2B) COMPARISON ANALYSIS**

**FINDINGS**

The bylaw-to-bylaw comparison analysis yielded several notable findings. The most significant finding is there are inequities among resident's rights. A resident's rights or privileges change tremendously depending on where they reside in West Linn. Additionally, as currently written, the neighborhood association also contain inequities such as their right to charge dues or if they must abide by the State of Oregon Public Meeting and Records laws. Other findings include critical information that some bylaws are missing in their policies and procedures, common best practices, and administrative issues.

The majority of the findings, however, are most likely due to the fact that many of the bylaws haven't been updated since the last changes were approved by the City Council (ordinance number 1533, dated February 27, 2006). In fact, based on the documents provided from the City for analysis, at least three haven't been updated for five years, two haven't been updated for ten years, and another two haven't been updated for over twenty years. However, it is possible these bylaws have been updated and the City does not have the most recent copy. It's also important to note that eight of the bylaws appear to have used some sort of "template" when developing their bylaws as they have almost exact wording and order.

Attachment D contains the Analysis Report. Attachment E contains a Committee Comparison Chart, which helps in identifying the type of work each neighborhood association focuses on. Also, attachment F provides supporting documentation for the findings, quoting lengthy passages from specific bylaws. The following findings are:

1. Resident Inequities. The following is a list of basic rights that vary widely amongst the bylaws:
  - A. Membership Eligibility.
    1. Some bylaws require members to be of voting age to eligible. However the municipal code states an NA may not discriminate based on age.
    2. Three documents state membership is open to all residents in their boundaries. Although highly unlikely, as written this could mean even a person of elementary school age could have the right to become a member.
    3. Only one document states verbiage relating to non-discrimination of membership based on race, creed, color, etc.
    4. One has an attendance requirement in order to stay a member
    5. One allows for membership based on the payment of dues or fees.

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6. One bylaw includes a process to purge the list of eligible members at any time.
7. Most state to become a member a resident must attend a meeting and sign-in on the official roster or send a written statement of intent. But four do not state a process on how to become a member at all.

### B. Membership Rights.

1. One bylaw requires members to be in good standing in order to have rights. Good standing is not clearly defined in this bylaw, but alludes to meeting attendance. Additionally, this bylaw states only that members have to have a physical disability or other impairment to be granted an excused absence.
2. One bylaw requires that you must have attended at least one meeting in the previous twelve months in order to be able to vote.
3. One bylaw has a process in place to require payment of dues in order to be eligible to vote.
4. Several have the ability to limit who participates on committees because the president appoints the members.
5. The process for a resident to request a special meeting varies or is non-existent. One requires a written petition from each member with enough members to equal a quorum, one requires a written petition signed by a quorum of members, and one states a set number (7) needs to provide a written request.
6. Only one bylaw contains a provision for members to have the right to remove an officer or committee chair from their position.
7. None describe in detail a member's rights (i.e., making motions and proposed resolutions, participating in discussions, voting, proposing agenda items, holding office, participating on committees and in NA sponsored events).

### 2. Neighborhood Association Variables

- A. There are three unique statement of purposes, each differing significantly from the others
- B. Two do not state they are required to meet in compliance with the state public meetings and records law. One states they only have to abide by the law when considering bylaw amendments.
- C. One allows for the collection of dues. Three prohibit dues but allow voluntary contributions. The remaining seven do not cover funding at all.
- D. Four bylaws do not mention the NA's right to a land use decision appeal. Although the municipal code grants NAs these rights, by not including the right in their bylaws may jeopardize the NA's legal standing on a land use issue.
- E. Most require 10% of the membership in order to have a quorum. One states a set number (15) to have a quorum, and two state the simply majority of members present at a meeting suffices.
- F. Only one bylaw requires a quorum for bylaw amendments. All others require a simple majority. And only one requires the proposed bylaw be presented to members in writing.

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- G. One does not state it is required to provide the city with any information, yet the code requires a minimum of five items. None state how soon they must provide copies of meeting minutes to the City.
- H. Officers in nine NAs hold their position for one year. The other two hold them for two-year terms. Only two bylaws spell out in detail how elections are accomplished. Six others have a vague process and three do not address the election process at all.
- I. Three bylaws allow the majority of the Board members to decide who will fill any vacancy. All others allow the members to decide or participate in the process.
- J. One NA meets only annually. Most meet either quarterly or monthly.
- K. The types of standing and special committees vary tremendously. Only two designate standing committees to align with the work of the city (Safety, Parks & Rec., Streets, Transportation, Planning, Zoning, Land Development). One doesn't list any committees, and the rest align the work of the city as special committees.
- L. One does not allow their members to take official action on items that were not published on the agenda .
- M. Only one bylaw addresses how to communicate the NAs resolutions or positions to the City. It's listed as the President's duty. However, none that if this communication is to be done in person at a council meeting or through meeting minutes.
- N. Several bylaws state meetings are open to all residents. But, that implies guests are not allowed.

### 3. Critical Missing Policies and Procedures.

- A. No discrimination for membership
- B. Members rights and responsibilities
- C. Guests rights and responsibilities
- D. How often bylaws are reviewed for updates
- E. Maps of NA boundaries with verbiage clearly stating boundary lines
- F. How to notify new residents of which NA they belong to
- G. Procedures on how to change boundaries
- H. When to abide by the state public meetings and records laws
- I. How to abide by the state public meetings and records laws
- J. The definition of "acting in an advisory capacity"
- K. How soon after a meeting must minutes be available to the public
- L. How financial records are kept
- M. Who takes the minutes of the meetings
- N. Who maintains the membership roster
- O. What kind of information is required for the membership roster
- P. How will the information obtained from the membership roster be used
- Q. How soon will a special meeting convene once a request is made
- R. When and how can an NA be dissolved
- S. What to do with assets upon dissolution

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- T. Clearly defined elections process
- U. How to remove officers and committee chairs from position
- V. How to comply with land use appeal process.
- W. How often a list of officer contact information is provided to city

#### 4. Best Practices

- A. A total of 94 Best Practices have been identified through the analysis.
- B. Although all the bylaws have at least one best practice currently incorporated into their policies and procedures, none of the best practices were common to all the bylaws.
- C. A new bylaw template would combine the best of all.
- D. Best Practices are identified in the analysis report with the designation of (BP).

#### 5. Administrative Issues

- A. At least seven bylaws have not been updated in the last five years.
- B. The bylaws do not use the same order or nomenclature for policies and procedures, making analysis of "apples to apples" considerably challenging.
- C. A few have typos in critical places that change the intent of the policy or procedure.
- D. The wording of some sentences also greatly change the intent of the policy or procedure.

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**NEIGHBORHOOD ASSOCIATION BYLAW TO BYLAW (B2B)  
COMPARISON ANALYSIS**

**INTRODUCTION**

The purpose of this analysis is to determine major differences and commonalties between the policies and practices of West Linn Neighborhood Associations (NA) with the goal of identifying “best practices” amongst all the bylaws. These best practices will be used to assist in the development of a citywide NA bylaw template. An annotation of (BP) identifies a best practice amongst the variances.

**METHODOLOGY**

The method used for this analysis was a line-by-line comparison of the eleven NA’s bylaws from the City of West Linn. Using the most current bylaws available to the City, the comparison was accomplished primarily by comparing the bylaws in the order they were adopted (See Executive Abstract, page 3). Please note that the adoption dates of three bylaws, Marylhurst, Tanner Basin, and Sunset were unable to be determined.

The analysis is broken down into eight sections, each relating to a bylaw article (with the exception of the first section, which delineates administrative findings). Each section of the analysis includes all the various titles associated with the assessed article contained in the set of eleven bylaws. Variances (identified differences) are broken down first into general findings within an article, then variances within sections, and finally variances unique to a single neighborhood association. Details such as the nomenclatures of articles and sections, to the verbiage of each individual policy and procedure are annotated.

Furthermore, the analysis includes commonalties amongst NA bylaws and an occasional subjective analysis in the form of questions, observations, and concerns raised by variances and commonalties alike. Additionally, some phrases or words are either underlined or in bold type simply as a reminder of pertinent or unique information. The purpose of such subjective analysis is solely to aid in the development of the bylaw template by highlighting items to be considered.

A total of **372** variances exist between the current set of NA bylaws in place and **92** of those are identified as best practices.

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**SECTION 1: GENERAL ADMINISTRATIVE FINDINGS**

1. Of nine known bylaw adoption dates, the oldest is 1981 and the newest is 2005.
2. Two bylaws (Tanner Basin and Sunset) did not have an adoption date provided on their bylaw. Thus, the adoption dates are unknown
3. Seven haven't been revised for at least five years.
4. None state how often their bylaws should be reviewed
5. Eight have very similar verbiage throughout, suggesting a template was used
6. Only five have NA identifying information on each page
7. The majority of the bylaws have six Articles. But, two have only five articles and one incorporated a seventh
8. The nomenclature and contents for the Articles are often inconsistent in comparison
9. No standard format is used. Some include maps showing boundaries, most don't. Yet many call for a map to be attached. One set is written in spreadsheet format.

**SECTION 2: ARTICLE I. NAME OF ORGANIZATION**

1. All have the subject matter of Article I as "Name of Organization"
2. Robinwood doesn't entitle Article I
3. There are 3 different types of "Statement of Purpose" (See Analysis Support Document for examples).
  - A. Willamette and Bolton (the oldest bylaws) are the same
  - B. Robinwood is unique to itself
  - C. All others are the same
4. Willamette, Bolton, and Robinwood have 2 sections to Article I: Name and Purpose. All others divide these subjects into two different Articles, with neither article containing sections

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5. Robinwood has a third section for Article I. The third section is a philosophy of rights and responsibilities, which was adapted from the ALLIANCE FOR NEIGHBORHOOD GOVERNMENT

**SECTION 3: ARTICLE II. STATEMENT OF PURPOSE, MEMBERSHIP & ELIGIBILITY,  
MEMBERSHIP AND PROCEDURES**

1. There are three different titles used for Article II
  - A. Willamette and Robinwood: Membership and Eligibility
  - B. Bolton: Membership and Procedures
  - C. All others: Statement of Purpose
2. Willamette, Bolton, and Robinwood all include the subject of "Statement of Purpose" as a section in Article I. All others make it the subject matter of the Article II
3. There are a varying number of sections to Article II:
  - A. Willamette and Robinwood have five sections: Membership & Eligibility, Voting, Quorum, Meetings, Bylaw Amendments
  - B. Bolton has six sections: Eligibility for Membership (Boundaries are included in this section), Voting, Quorum, Meetings, General Meeting Limitations on Non-Agenda Items (See Analysis Support Document for verbiage), Amendments To The Bylaws
  - C. None of the other bylaws divide this article into sections.
4. All analysis concerning membership, eligibility, and procedures will be grouped together in the next section for ease of understanding

**SECTION 4: ARTICLE III. MEMBERSHIP, ELIGIBILITY, MEETINGS, VOTING, BYLAWS, FUNDING,  
AND BOUNDARIES**

1. GENERAL VARIANCES:
  - A. There are three different titles used for Article III:
    1. Willamette and Bolton: Funding
    2. Robinwood: No title, although deals with dues.

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3. All others: Membership, Meeting, and Voting
  
  - B. All, except Willamette and Bolton, discuss boundaries and quorums in Article III, but none include these items in the various titles for this article. Willamette and Bolton include boundaries in Article II
  
  - C. Two of the eleven bylaws have added a Section 6 to Article III. All others have five sections. (See Analysis Support Document for differences)
    1. Bolton: Amendments to the bylaws
    2. Hidden Springs: Land Use Decision Appeal
  
  - D. Three use Section 5 for different purposes (See Analysis Support Document for differences)
    1. Willamette and Robinwood include amendment of bylaw procedures under this Article as Section 5
    2. Bolton includes general meeting limitations on non-agenda items under this Article as Section 5 (See Analysis Support Document)
    3. All other NAs use Section 5 for “Meetings”
  
  - E. Hidden Springs provides city code references for each paragraph under each section. None of the others do the same. **(BP)**
  
  - F. None describe in detail members rights (i.e., making motions and proposed resolutions, participating in discussions, voting, proposing agenda items, holding office, participating on committees and in NA sponsored events). Only some address the right to request a special meeting **(Need to include this in template)**
  
  - G. There isn't a process described on how to request a change of boundaries or what criteria to consider (i.e., population count, homeowners association boundaries, etc) **(Need to include this in template)**
2. Membership Variances
- A. Willamette, Bolton & Robinwood are open to all residents. All others require members to be of voting age.
  
  - B. Willamette, Bolton, Robinwood, & BHT do not define how to become a member. All others require either the signing of the attendance sheet or submitting a written statement of intent
  
  - C. Only Hidden Springs includes language to not discriminate membership based on race, creed, color, sex, age, heritage, national origin, or income **(BP)**

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- D. Only Hidden Springs refers to the status of guests (no voting rights or making motions) and how to define them **(BP)**
- E. Only Hidden Springs has an attendance requirement to be considered a member in good standing. But they aren't clear on the definition of "good standing" And only those in good standing can vote. Only members who have a physical disability or other impairment may be granted an excused absence only if they provide a written petition to the president
- F. Only Hidden Springs allows the president to arbitrarily move that the eligibility role of voting members be purged and re-set at the meeting the motion took place. Must be approved by majority of eligible members present (See Analysis Support Document Hidden Springs bylaw language)

3. Voting Variances

- A. Robinwood. Only eligible to vote if attended at least 1 meeting in past 12 months (Doesn't specify how voting roster is kept and managed)
- B. Only Hidden Springs requires voting be done by Robert's Rules of Orders with verbal yea, nay, and abstain. And must be a member in good standing
- C. Neither Willamette nor Bolton addresses how voting is done. All others require presiding officer to decide if vote taken by show of hands or by voice
- D. None mention a requirement for the President to stay neutral during discussion or be a tie breaker for votes per guidance of Roberts Rules of Order Newly Revised, In Brief, copyright 2004 by Henry M. Robert III **(Need to include this in template)**
- E. Willamette and Robinwood are the only ones that state a member must be of voting age in order to vote. **(BP)** All others, except Bolton, make being of voting age a requirement for membership, and only members can vote

4. Quorum and Resolutions Variances

- A. Willamette and Bolton do not require quorums during voting. They only require a simple majority of members present.
- B. BHT.
  - 1. Only NA that requires a fixed number of members (15) for quorum **(BP)**
  - 2. Resolutions may be adopted by a simple majority
- C. Eight require 10% of those eligible to vote. None of these spell out how the "eligibility" list is created, updated, or who maintains it.
- D. The difference between a resolution item and a quorum item is not spelled out in any of the bylaws **(Need to include this in template)**

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E. None have requirements for a quorum for specific types of issues **(Need to include this in template)**

5. Meeting Variances

A. General Variances:

1. Willamette and Bolton do not discuss what method to use in conducting a meeting (i.e. comply with open meeting law)
2. Robinwood and Hidden Springs require use of Robert's Rules of Order when conducting meetings. No others require or mention its use.
3. Only eight NAs contain verbiage requiring meetings to be conducted in accordance with the public meeting laws **(BP)** (Willamette, Bolton and Robinwood do not)
4. All state meetings are open to the association members. (Should say open to guests too)
5. Types of meetings include Board, General, or Special. **(BP)** These are not well defined. Different NA's use different combinations or only one kind.
6. Robinwood and Hidden Springs state the day of the week and the standing time for monthly general meetings. **(BP)**

B. Willamette.

1. General meetings are used for discussion, debate, information and internal regulation. These meet at least quarterly. **(BP) (Should also include voting, forming resolutions, and planning)**
2. Board Meetings are used for dissemination of information to Board members and committee chairs. These meet at least monthly
3. Committee Meetings are called by the chair or by at least 3 committee members
4. Bylaw revisions must go before Internal Procedures Committee (All other NA's have separate section to address bylaws) before presented to members for vote

C. Bolton.

1. Agendas for general meetings shall be published publicly. No mention of purpose of general meeting **(Should also mention how to be published and when)**

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2. Board of Directors meetings has open agendas. Purpose is to set agenda for general meeting.
  3. General meeting can be called at the written request of seven or more members (addressed under heading of "special meetings")
  4. No special meetings shall be held unless there is adequate time (undefined) to announce meeting
  5. Only published agenda items can have official action taken **(BP)** **(Doesn't what "official action" means – debates, voting, resolutions, etc)**
  6. Bylaw revisions must go before Board of Directors before presented to members for vote
  7. No limit on how many special meetings may be called in a given amount of time
  8. Committee Meetings shall be held as needed **(BP)**
  9. Special meetings for General, Board & Committee meetings may be called by:
    - a. General: President, or 2 or more of Board of Directors, or 7 or more association members with a written request
    - b. Board: Any officer, or 2 or more of Board of Directors **(BP)**
    - c. Committees: Any officers or committee chairs **(BP)**
- D. Skyline Ridge
1. Only holds general and special meetings. No board meetings.
  2. General meetings held no less than every six months **(BP)**
  3. At least one week's notice provided to membership of either general or special meetings. Shorter notice OK in case of emergency **(BP)**
  4. As written, meetings are only open to members, no guests
  5. Special meetings are not held more than twice in a month (Also Parker-Crest, Rosemont, and Marylhurst) **(BP)**
  6. A quorum of eligible voting members may call for a special meeting with a petition signed by all members of the quorum.

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7. Special meetings must be held no later than two weeks after petition has been submitted **(BP)**

E. Robinwood

1. Special meetings are for informing members of any activities or to expedite activities of the association
2. A check for room rental fee must accompany written request to hold a special meeting (am assuming member requesting meeting must pay for room fee?)
3. Need only 1 member to provide written request for special meeting
4. General meetings held once a month
5. No limit on how many special meetings can be called in a given period of time
6. States location, time, day of week of general meetings **(BP)**

F. Parker Crest, Marylhurst, BHT, Tanner-Basin, Sunset

1. General meeting held at least once a year
2. General meetings are open to members only, as written (doesn't address guests)
3. Special meetings may be called, but not more than twice a month **(BP)**
4. To call Special Meeting, either Board can call for one, or a quorum of eligible members must each sign a petition requesting meeting to a board member and submit to board member
5. Special meetings shall be called to order no more than two weeks from the date the petition is submitted

G. Rosemount-Summit

Does not require that at least one week's notice be provided to the membership of either a general or special meeting. All the other NAs that used the "template" bylaws do include this requirement.

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H. Hidden Springs

1. Meets monthly. Allows for suspension of any or all monthly meetings for June, July and August in recognition of summer activities. **(BP)**
2. If attendance declines such that a quorum cannot be maintained (this part not defined), meetings must be held at least annually
3. List procedures to handle suspension of general meetings (See Analysis Support Document Hidden Springs bylaw language) **(BP)**
4. Spells out what the term “proper notice” means (See Analysis Support Document Hidden Springs bylaw language) **(BP)**
5. Special meetings are open to all eligible members of the neighborhood **(BP)**. Doesn't address who can attend General Meetings
6. All “properly convened” general or special meetings shall be conducted following Robert's Rules of Order.
7. Minutes must be taken at all properly convened meetings in accordance with the public meeting law. **(BP)**
8. All meeting minutes will be properly corrected and approved at the next scheduled meeting. **(BP)**
9. Copies of the approved (means corrected?) and the attendance roster shall be provided to the City for public review

6. Boundary Variances:

- A. Willamette, Bolton, and Robinwood describe their boundaries by providing the Northern, Eastern, Southern, and Western landmarks (rivers, parks, roads) (See Analysis Support Document for example). **(BP)**
- B. Hidden Springs boundary statement reads: “The boundaries of the HSNA were established historically per the attached map”
- C. BHT.
  1. Statement reads: BHT boundaries are established by the city of West Linn with BHT input, as per attached map (Contradicts the code)
  2. Requires financial expenditures to benefit at least two subdivisions, but doesn't address where these subdivisions are located in their boundaries

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- D. All others statements read: “ \_X’s\_ (association name) boundaries are established per attached map (Yet, only Robinwood had a map attached)
7. Bylaw Amendment Variances: Discussed in **SECTION 5** of this document
8. Land Use Decisions & Appeals Variances:
- A. Four bylaws address these types of issues within their committee structures (with different names for the committees) in Articles other than Article III. All others include it in Article III:
  - B. All NA’s except Willamette, Bolton, Skyline Ridge, and Robinwood contain verbiage that they are authorized to appeal a land-use decision.
  - C. Hidden Springs may submit an appeal to a land use decision at no cost to the association if they used proper procedure
  - D. Willamette discusses the issues of planning, zoning and land development in Article V Committees. It doesn’t does not address “appeals.” Also includes requirement for this standing committee to continuously review State and City laws and plans concerning land use (See Analysis Support Document for verbiage).
  - E. Bolton also has this function under a standing committee under Article V Committees. Only reviews issues concerning zoning of land and development code pertinent to the neighborhood. Doesn’t address appeals. (See Analysis Support Document for verbiage)
  - F. Robinwood designates a special committee (Land Use) also in Article V Committees. It uses the same verbiage as Willamette’s committee. Doesn’t address appeals.
  - G. Skyline Ridge also designates a special committee (Land Development) in Article VI Committees. It doesn’t address the City Comprehensive Plan, zoning, or appeals. (See Analysis Support Document for verbiage)
  - H. Hidden Springs addresses land use issues in Article III, Section 6. It cites the applicable codes relating to NA’s and land use issues both in Municipal and Community Development Code. It further explains how a member may bring up the issues of appeal and what actions the association and it’s Land Use Appeal Committee should take ( See Analysis Support Document for verbiage) **(BP)**
  - I. The remaining seven bylaws address the issue in Article III, Section 5. Meetings. It explains they are authorized to make an appeal and where possible, will assign the issue to the Land Development Committee for review and recommendation. (See Analysis Support Document for verbiage)

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9. Open Meeting / Public Record State Law Variances:
- A. Robinwood mentions the requirement for public record in Section 5. Bylaw Amendment. States: "required when association meets to act in an advisory capacity." Includes the minutes must show the minority opinions and a list of all those voting. "Copies of approved minutes and sign-in lists must be available to the city for public view" (Need to define "available"). But doesn't mention either law
  - B. Neither Willamette nor Bolton discusses these state laws anywhere in their respective bylaws.
  - C. Skyline Ridge includes both requirements in Section 5. Meetings and includes same verbiage as Robinwood except adds: association meets in an advisory capacity "whether at the City's request or the associations initiative." Also states approved minutes must be available to city.
  - D. Hidden Springs doesn't mention the actual laws, but provides language in Section 5. Meetings to meet the public records law. Requires this to be followed at all "properly-convened" general or special meetings. Approved minutes and attendance register shall be provided to the city.
  - E. All others address both laws in Section 5. Meetings. But only requires compliance with the state laws when acting in an advisory capacity to city. **(BP)**
  - F. Term "Advisory Capacity" is not defined within any bylaws
10. Funding and Dues Variances:
- A. Willamette, Bolton and Robinwood prohibit dues or membership fees but allow voluntary contributions **(BP)**
  - B. Willamette, Bolton and Robinwood allow the associations to raise money for their activities if appropriate ("appropriate" not define). **(BP)**
  - C. Bolton shall maintain an account at a Bank or Saving and Loan for monetary deposits. **(BP)**
  - D. Skyline Ridge may charge dues or membership fees, make the right to vote or be considered a member contingent on payment of dues or fees. They also allow activities to raise funds for association use and accept voluntary contributions
  - E. Remaining seven associations do not cover funds, dues, fees, contributions or fundraising in their bylaws at all

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- F. Municipal Code 2.100 Neighborhood Associations (dated February 27<sup>th</sup> and enacted by city ordinance No. 1533) does not address any requirements concerning monetary policies for NAs

**SECTION 5: ARTICLE IV. BYLAW AMENDMENTS, COMMUNICATIONS**

1. Bylaws Amendments Variances:

A. General Variances:

1. Only one NA (Robinwood) requires a quorum to approve a proposed bylaw. The other 10 only require a majority vote
2. Six NA's divide this Article into three sections: 1)Adoption of bylaws 2) Bylaw Amendments 3)Communications with the City
3. Willamette, Bolton and BHT can amend bylaws only at general meetings. All other can do this at either general or special
4. None provide for approval of changes by the city. **(Need to consider this in template)**

B. Willamette.

1. Must be discussed and reviewed by the Internal Procedures Committee prior to adoption.
2. Doesn't address communicating changes with the city

C. Bolton.

1. Must be discussed by Board of Directors (verses a committee)
2. A recommendation from the Board must be made **(BP)**
3. Doesn't address communicating changes with the city

D. Robinwood.

1. Requires a quorum for adoption. **(BP)**
2. Must be discussed and reviewed by the Bylaws Committee or Board of Directors.
3. Doesn't address communicating bylaw changes with the city

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4. Indicates meetings regarding bylaw amendments must be in accordance with open meeting and public record state laws **(BP)**
- E. Hidden Springs.
  1. Requires review by Bylaws Committee
  2. A presentation to members in writing\_ **(BP)**
  3. Simple majority approves
  4. Requires amendments or corrections to be transmitted to the city in writing by the designated elected officer within two weeks of their adoption **(BP)**
- G. Skyline Ridge. Only requires the amendments to be discussed and reviewed by the Bylaws committee if such a committee exists
- H. BHT.
  1. Requires amendments to be given to city, association leaders, and put on association website for member access **(BP)**
  2. Requires proposed amendment to include current bylaw, proposed bylaw, and rationale for change **(BP)**
  3. Amendments will be provided to city staff prior to annual meeting
3. City Communications Variances:
  - A. General Variances
    1. Section 3 –Communications with the City – six include four items that the association must provide to the city **(BP)**
      - a) Any updates or amendments to the bylaws
      - b) A current map of the association boundaries
      - c) A current list of the association officers and their addresses (but no other contact information required with the exception of BHT)
      - d) BHT adds contact information on subdivision Home Owners Association leaders, and also email and telephone information **(BP)**
      - e) Any other information that may be required by City ordinance or code to obtain recognition from the City
  - B. Hidden Springs. Does not include the third section regarding communications with the city

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C. BHT.

1. Requires association provide City with current list of officers and subdivision Home Owner Association leaders to include :
  - a. email address **(BP)**
  - b. home address
  - c. phone number
  
2. Only NA to address communications within NA **(BP)**
  - a. Leaders and Members shall keep abreast of NA activities via
    - (1) Email
    - (2) NA Website
    - (3) Quarterly Newsletters
  - b. The president will author a bi-annual report and place it on the NA website

**SECTION 6: ARTICLE V. BOARD, OFFICER RESPONSIBILITIES, ELECTIONS PROCESS**

1. General Variances:

- A. Seven Bylaws address officers in Article V.
  
- B. Four address officers in other articles:
  1. Willamette, Bolton, and Robinwood all address officers in Article IV
  2. Skyline Ridge addresses officers in Article VI
  
- C. Three only have two sections (Board and Officers).
  
- D. Nine NAs hold their Board positions for one year. **(BP)** The two others hold office for two years
  
- E. Eight NAs have their Board consist of the President, Vice-President, Treasurer, and Secretary. The other three have additional representation.
  
- F. None give clear, well-defined purposes or responsibilities of the Board. **(Need to consider this in template)**
  
- G. Nine state the Boards are allowed to plan meetings and make committee appointments, as allowed by law **(BP)**
  
- H. Four (Willamette, Bolton, Robinwood, and Hidden Springs) combine the Secretary and Treasurer into one position. All other seven separate duties

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- I. Seven NA Presidents are responsible for seeing that all committee recommendations and reports are submitted to the City and other NA's (they don't mention presentation of information to membership) **(Need to consider this in template)**
  - J. Eight NA Presidents see that the other officers, committee chairs, and committees act consistently with the authority delegated by the membership **(BP)**
  - K. Only two NAs address any kind of communication with the City as a President's duty. One states the president will attend meetings and the other states the president is responsible for seeing written correspondence gets to the right city department **(BP)**
  - L. Eight NAs require the Vice President to chair the Neighborhood Liaison Committee. Two don't mention this committee. One says the Vice President serves as the Liaison to this committee **(BP)**
  - M. Only two NAs mention who is responsible for acting as the media contact **(BP)**
  - N. None detail what kind of financial records, or specific information the Treasurer is supposed to keep. They only state they must keep the financial records
  - O. Eight appoint the Treasurer as the Chair of the Finance Committee. The other three do not require an officer to chair a finance committee.
  - P. Seven require the Secretary to maintain membership rosters. **(BP)** One has it as a Vice President duty.
  - Q. Eight allow the Secretary and/or Treasurer to assume the duties of the president if delegated to by the President or when president and Vice-President are unavailable **(BP)**
  - R. Eight describe an election of officers process. **(BP)** The other 3 do not have a process written for how to hold elections
  - S. One provides a process for removal of officers and/or committee chairs **(BP)**
2. Board Variances:
- A. Willamette.
    - 1. Board consists of the President, Vice-President, Secretary, Treasurer and the Chairpersons of the committees **(BP)**

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2. Interim Board vacancies will be filled by majority vote of the members at next meeting **(BP)**
  3. Doesn't clearly define purpose of Board. Mentions policies, recommendations, and reports of the associations shall be adopted by the majority of the Board members. **(BP)**
- B. Bolton.
1. Board consist of the current officers, the immediate past officers and the chairs of standing and special committees
  2. Does not address how long board member positions are held for
  3. The Board shall act as a liaison between the associations and other NAs and local governing bodies
  4. Does not address how voting is done within Board
- C. Robinwood.
1. Board consists of the President, Vice-President, Secretary/Treasurer and two (2) members-at-large
  2. Board members hold their positions for 2 years
  4. Interim Board vacancies will be filled by majority vote of the Board
  5. Doesn't clearly define purpose of Board. Mentions policies, recommendations, and reports of the associations shall be adopted by the majority of the Board members.
  6. Between regular and special meetings, Board or its appointed representatives shall represent and have authority to speak for the NA **(BP)**
- D. Skyline.
1. Majority of Board appoints board vacancies with the appointment lasting only through the unexpired portion of the one year term
  2. Board members and committee chairs meet at their discretion
- E. BHT. Vacancies will be filled by a Board approved appointee (doesn't state majority vote of board)

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F. Hidden Springs.

1. Bylaws do not define which positions make up the Board. Just refers to officers of the association
2. Vacancies of the officers will be filled by nomination (BP) and majority vote of eligible membership in good standing at next general meeting (BP)

G. The remaining five NAs fill vacancies by the majority vote of the membership and the appointment lasts until the unexpired portion of the one year-term. (BP) They don't mention nominations process or when the vote / vacancy will be addressed.

3. Officer Duties Variances:

A. Willamette.

1. Board members inconsistent with stated type of officer positions. States board consists of secretary and treasurer, but combine these positions and corresponding responsibilities into one (Secretary-Treasurer) when defining role.
2. President's Duties:
  - a. Calls, prepares agenda for, and presides at all general and board meetings (doesn't mention special meetings in bylaws)
  - b. Sees that committee projects are developed and coordinates all such activities undertaken by committees (Not clear. Does this mean Committee Chair doesn't coordinate committee activities?)
  - c. Sees that all committee recommendations and reports are submitted to the City (doesn't mention presentation to membership or provided to other NA's)
3. Vice-President Duties:
  - a. Sees that all committee chairs have basic materials to perform their functions
  - b. Provides news releases, as required, to media about committee reports and recommendation (why not NA recommendation?)
  - c. Provides and coordinates meeting notices and other activity notices of the association **(BP)**
  - d. Only officer designated to preside over meetings in the absence of the President
4. Secretary Duties:
  - a. Keeps permanent records of association (doesn't note to pass it on to next secretary)
  - b. Maintains current list of officers and committee chairs (doesn't note who to provide this information to – also doesn't maintain membership list)

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5. Treasurer Duties: Does not mention requirement to file financial reports required by government bodies – as other bylaws do

B. Bolton.

1. President Duties:
  - a. Calls, prepares agenda for, and presides at all general and board meetings (doesn't mention special meetings, but special meetings are referred to as a type of meeting in bylaws)
  - b. Generally oversees and coordinates functions of association **(BP)**
2. Vice-President Duties: Only lists two duties – assist the president and preside in the president's absence. ( No other officers can preside at meetings in president's absence?)
3. Treasurer Duties:
  - a. Does not require to be chair of the Finance Committee
  - b. Does not mention requirement to file financial reports required by government bodies

C. Robinwood.

1. President Duties: Calls, prepares agenda for, and presides at all regular and special meetings (doesn't mention Board meetings, but Board meetings referred to in bylaws)
2. Vice-President Duties: maintains list of "registered" association members
3. Secretary Duties:
  - a. Maintains list of current officers (doesn't mention committee chairs or members. But doesn't mention list of members eligible to vote)
  - b. Provides news releases to media or city public relations people

D. Skyline.

1. President Duties: President's Duties: Calls, prepares agenda for, and presides at all regular and special meetings (doesn't mention Board meetings, but Board meetings referred to in bylaws)
2. Vice President Duties:
  - a. Serves as Chairman of the Neighborhood Liaison Committee
  - b. Executes president's duties when delegated to by president or in president's absence

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E. BHT.

1. President Duties: Has 9 stated duties. Variances from others include:
  - a. Keeping the BHTA website current
  - b. Keeping all BHTA leaders (Home Owner Associations Presidents, Subdivision/sub-section Communication Facilitators, Committee Chairs and Members informed throughout the year)
  - c. Attends meetings with the City when invited
  - d. Responsible for maintaining the Community Development Code manual and providing it to the next President
  - e. Keeps permanent record of all meeting minutes, correspondence, BHTA records, property and archives.
  - f. Maintains a list of all BHTA leaders and distributes same to all BHTA leaders
  
2. Vice-President Duties:
  - a. Serves as Board Liaison to Committees assigned by President
  - b. Board Liaison to Neighborhood Liaison Committee
  - c. Reports back to board on committee progress (isn't this a committee chair responsibility?)
  
3. Secretary Duties:
  - a. Secures the membership roster from the city (but which officer is responsible for maintaining / developing it?) when needed
  - b. Coordinates the printing and mailing of all meeting notices **(BP)**
  - c. Executes duties of President when delegated. **(BP)**
  - d. Serves as Board Liaison to committee(s) as assigned by the President and reports back to board on progress **(BP)**
  
4. Treasurer Duties:
  - a. Ensures all financial expenditures directly benefits two or more subdivisions
  - b. Utilizes unused funds before July 1 for a neighborhood leadership appreciation gathering when possible
  - c. Serves as Board Liaison to committee(s) as assigned by the President and reports back to board on progress

F. Hidden Springs.

1. President's Duties:
  - a. Serves as principal liaison with the City, other neighborhood associations, and the League of West Linn Neighborhoods.
  - b. Submits written copies of all committee reports and petitions to the proper City officials or departments **(BP)**

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2. Secretary Duties: Before start of meeting:
  - a. Must tally number of eligible members in good standing
  - b. Calculates the quorum at start of meeting and records in minutes **(BP)**
  - c. Orally communicates quorum number (requirement?), total members in good standing, and if the quorum has been met at that meeting
  - d. Exercises the duty of the resident (think that's a typo in the bylaw) when so delegated by the President
  
3. Treasurer: Prepares and delivers to the President any financial reports to be submitted to the city

4. Elections Variances:

- A. Neither Willamette, Bolton, nor Robinwood clarify how elections are voted on. All others state a majority vote is used during elections

Items not addressed by any NAs: **(Need to consider this in template)**

1. Is campaigning allowed?
  
2. Does a member have to be present at the nomination or election meeting to be nominated?
  
3. Do nominees have to provide any information to the membership (speech, resume, goals, etc)?

B. Robinwood.

1. Describes its nomination and election process in Article V, Section 1, Nomination Committee **(BP)**
  
2. The President appoints the nomination committee, consisting of 3 persons (one shall be a past officer or board member) **(BP)**
  
3. The President appoints the committee in September
  
4. Elections of officers will be held in October
  
5. Only NA that addresses the following:
  - a. If the nominations and election vote must / will occur at the same meeting or at a separate meeting **(BP)**
  - b. How the nominating committee is appointed (or elected) **(BP)**
  - c. The actual month elections will be held (Q: Can a member nominate himself or herself?) **(BP)**

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C. BHT.

1. Written notice stating the place, day, and hour of the elections meeting shall be provided to the membership not less than 14 nor more than 60 days before the date of the meeting **(BP)**
2. Annual officer elections will be held before July 1 when the NA budget is replenished. The incoming Board will serve between July 1<sup>st</sup> and June 30<sup>th</sup> of the following year **(Need to consider this in template)**

**SECTION 7: ARTICLE VI. COMMITTEES**

1. General Variances:

A. Only two specifically addresses how committees are formed.

1. Not clearly stated if members are elected or appointed
2. If appointed, by whom? Seven state the Board may delegate the appointment of members to the Chair
3. If elected, what is the process?
4. How long is a member's term for standing committees?
5. Not clear when Special Committees are required.
  - a. Three bylaws do not designate special committee duties
  - b. There's confusion between definitions of Special and Ad Hoc committees
  - c. If Special committees are for one time events, why do eight bylaws have duty descriptions for five special committees (they are the same committees within each of the eight)

B. Three bylaws do not have designated committees for bylaws, membership, or nominations

C. Appears to be confusion on what type of standing / special committees a neighborhood association requires. The terms appear to be used as if interchangeable between NAs

D. Ten bylaws state a committee's purpose is to provide the NA with policy, recommendations, or reports for approval by the members. One does not require approval by the members of these items. Nor does it state committees shall facilitate communications between the Board and the members as nine other bylaws do

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- E. Six bylaws allow the Board to appoint chairs and members (doesn't clarify if the Board decides by majority vote). The same six NAs also allow the following:
1. Committee Chairs and members are appointed by the Board, unless otherwise noted (Otherwise noted must be when certain officers are assigned as chairs and members?)
  2. The Board may delegate the appointment of the committee members to the designated chair of that committee **(BP)**
  3. The Board may elect not to fill certain (standing?) committees (Only standing committees would need to be consistently filled, so the exception might apply to standing committees only) **(BP)**
- F. Six bylaws describe the purpose of special committees as such:
1. Special Committees will assist the association and the City in developing and reviewing issues and problems of mutual concern
  2. 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 many come before the City Council, administration, or City boards and commissions **(BP)**
- G. None have a designated committee for specifically developing events or activities that maintain or improve the quality of life for their residents (although this is a main purpose of an NA)
- H. Only two bylaws (Robinwood & BHT) states other special committees (than the ones designated) may be formed as necessary **(BP)**
- I. Seven bylaws have a Section 3 for Ad Hoc Committees.
1. Six have the same purpose for these types of committees: to provide recommendations on specific issues, concerns, events, or activities
  2. One (Skyline) has a slightly different purpose: to provide recommendations on specific issues or concerns that require the membership's immediate response to the city
  3. All seven state the President, Board or Membership may establish ad hoc committees

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- J. Eight bylaws make city-type issues (i.e., Safety, Land Development, etc) as Special committees. Only two (Willamette and Bolton) have these types designated as standing committees (standing committees should reflect the purpose of the organization and reflect what their main functions are)
  - K. Six NAs appoint the Vice-President as Chair of the Neighborhood Liaison committee (under officer duties – not committee description)
  - L. Six bylaws state the Secretary shall be on the Publications committee and shall appoint a chair and committee members. And the Secretary may appoint themselves as the chair **(BP)**
2. Finance Committee Variances:
- A. Eight NAs require the Finance committee to be responsible for the financial arrangements and financial records. **(BP)**
  - B. Two of the others have this committee only responsible for reviewing the city budget and process and make recommendations (The other eight also include similar language).
  - C. One doesn't have any designated committees at all
  - D. Seven appoint the Treasurer as chair and allow them to appoint committee members as needed or appropriate **(BP)**
3. City Liaison / Council Review Committee Variances
- A. Willamette has the President Chair this committee. Doesn't state who receives the monthly report. Doesn't mention (as 8 other NAs do) that this committee makes approved presentations to the city on behalf of the NA **(BP)**
  - B. Bolton doesn't designate any officer to participate on this committee. Doesn't require committee members to attend City Council meetings, but does require them to review actions and agenda items of concern to the NA. No mention of presentations to the city or reports to either Board or members
  - C. Skyline Ridge, Parker Crest, Rosemont Summit, Marylhurst, BHT, Tanner Basin, and Sunset do not have to attend the City Council meetings. They may just monitor it. Monthly report goes to Board and members
  - D. Robinwood is only NA to require an officer / board member (the President) be a member of this committee

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4. Neighborhood Liaison Variances:

- A. Three (Willamette, Skyline and Robinwood) require reports on other city neighborhood activities, and to provide other NA groups with info regarding their NA. However, they do not require attendance at other NA meetings
- B. Two (Bolton and Hidden Springs) do not have a Neighborhood Liaison committee
- C. Robinwood. Vice President is Chair.
- D. Remaining Six requires attendance of other NA meetings. (Need to reword description to make it clearer on role of providing information) (Use BHT example)

5. Publications and Publicity Variances:

- A. Willamette. Assists secretary-treasurer in publicizing activities of the association
- B. Bolton. Prepares the newsletter and other publications, is responsible for notifying neighborhood representatives (Does this mean members? Board? Other NAs?). Secretary Chairs **(BP)**
- C. Skyline Ridge. Prepares and distributes information on business meetings (minutes?) and NA activities, and prepares and distributes notices to neighborhood representatives of meetings
- D. Robinwood. Prepares minority reports **(BP)**
- E. Parker Crest. Prepares and sends notices of association meetings **(BP)**
- F. BHT doesn't have this kind of committee. Some duties folded into Presidents. Doesn't clearly address who is responsible for notifying others about the meeting nor who authors a newsletter (assuming one was to be made). Uses NA website extensively for communications

6. Willamette.

- A. Doesn't use the nomenclature of "standing" committees but has essentially created them within bylaws by defining which officer is in charge of each committee
- B. Doesn't state how five of their ten identified committee chairs are either appointed or elected.
- C. Doesn't state how committee members are chosen

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- D. Doesn't include five designated (standing or special) committees most others have: Bylaws, Membership, Nominations, Social, and Public Works
  - E. President chairs two committees: Internal Procedures & City Liaison
  - F. The Vice-President chairs one committee: Neighborhood Liaison
  - G. The Secretary-Treasurer chairs two: City Budget & Finance and Publications
  - H. Internal Procedures Committee encompasses duties of bylaws review, membership recruitment, and officer nominations
7. Bolton.
- A. Standing committees information, recommendations and reports do not require approval of the membership (for acceptance purposes)
  - B. Standing committees shall be permanent (does that mean the same chairs and members continue to serve even if the board members change?)
  - C. From the members of a committee a chairperson shall be elected
  - D. Doesn't include 10 designated (standing or special) committees most others have:
    - 1. Neighborhood Liaison committee. Only one other NA (which doesn't have any specified committees) does not include this one.
    - 2. Bylaws, Membership, Nominations, Social, Land Development (seven other NAs have these committees)
  - E. Includes an Article V. Standing and Special Committees
    - 1. Has a Section 1 (Standing Committees) and a Section 3 (Removal of Officers or Chairpersons). But doesn't have a Section 2.
    - 2. The Article title includes Special Committees, but the bylaws do not address special committees in any form
  - F. No officers are designated as either chairs or members of any committees
  - G. Doesn't have a designated committee to deal with association financial issues
8. Skyline Ridge.
- A. Standing committees are intended to implement the purpose and objectives of the NA **(BP)**

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- B. Unless otherwise noted, the Board (appointed by majority vote of Board) appoints chairpersons and committee members?
  - C. One of the eight NAs that make special committees solely for city related issues
  - D. Designates the Treasurer as the Chair of the Finance committee (under officer duties – not in the committee description)
  - E. States Secretary shall be on the Publications committee and shall appoint the chair and members to the committee (doesn't specify if Secretary can appoint themselves as the chair)
9. Robinwood.
- A. States Article V, Section 1 is about the Nominating Committee. But it's really about standing committees
  - B. Doesn't specify if the Nominating Committee is a Standing or Special committee. However, by the description is might fit better under Special
  - C. Standing committees are continuously active in implementing the purpose and objectives of the NA
  - D. Special Committees may assist the NA in the development and review of alternate solutions to issues and problems of concern to each other (not sure what that means)
  - E. Special Committees shall broaden the participation of the NA in advisory roles with the City to include recommendations or proposals to City Administration such as City Council, Planning Commission, or Planning Department **(BP)**
  - F. Other Special Committees may be established (to provide recommendations on specific issues?)
  - G. Doesn't state how the committees and chairs are appointed / elected.
  - H. One of eight NAs that designate special committees for city issues
  - I. Doesn't have Bylaws or Membership committees
  - J. Treasurer chairs the Finance committee (Doesn't state who appoints members)

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K. The President is a member of the City Liaison committee

10. BHT.

- A. Committees shall be created as the need arises when the Board or membership deems appropriate (No real standing committees?)
- B. Article VI. Committees, Section 1 is titled Types of Committees. All others title it Standing Committees
- C. Doesn't use the nomenclature of standing committees, yet provides description of duties for "some committees that may periodically be established; other committees may be formed if needed" (This is really a definition of what special committees are for)
- D. The President will appoint a Board Liaison to each (standing?) committee. This is not mentioned in Section 2. Special Committees – only implied for standing committees
- E. The President serves as Board Liaison to committees as decided by the President
- F. One of eight NAs that designate special committees for city related issues
- G. Doesn't have a Publications committee

11. Hidden Springs.

- A. Doesn't have standing, special, or ad hoc committees designated
- B. Committees provide the NA with informational reports and draft policy recommendations for approval by the eligible membership in good standing
- C. In consultation with the other association officers, the President will activate and appoint chairpersons for standing and special committees (but doesn't have any standing committees outlined)
- D. The President and committee chairperson will mutually agree upon the number and identity of committee members
- E. Doesn't state who or how the committees duties or purpose are developed
- F. Article VI. Committees. has only 1 section entitled Purpose and Staffing (BP)

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G. Doesn't mention that a committee makes general recommendations (like a proposed position on an issue **(BP)**) – only provides reports and policy recommendations

**SECTION 8: ADDITIONAL ARTICLES AND SECTIONS NOT COVERED IN-DEPTH**

1. Bolton.

A. Article V – Standing Committee and Special Committees – has a Section 3 entitled “Removal of Officers or Chairpersons” **(BP)**

1. Any officer or chairperson who fails to attend three consecutive meetings
2. Or, fails to attend more than half of the meetings which officer or chairperson is a member may automatically be removed from the position
3. An officer or chairperson shall be removed by a majority vote of the members of the association

B. Article VI is entitled “Distribution of Assets on Dissolution”

1. In the event of dissolution of the association all assets of the association shall be given over to the City of West Linn **(BP)**
  - a. Specifies assets must be used specifically for the improvement of Hammerle Park
  - b. Doesn't state if assets are physical or monetary.

2. Skyline Ridge

A. Article V is entitled “Funding”

1. The membership by majority vote may charge dues or membership fees
2. And may make eligibility for voting, membership or both contingent on the payment of dues and fees
3. Regardless of whether dues or fees are charged, voluntary contributions **(BP)** will be accepted
4. In addition, activities to raise funds for SRNA use may be held **(BP)**

## ATTACHMENT E NEIGHBORHOOD ASSOCIATIONS COMMITTEES COMPARISON CHART

NAME OF DESIGNATED STANDING COMMITTEES	W	B	SR	RW	PC	RS	MH	BHT	HS	TB	S
Internal Procedures	X										
City Budget & Finance	X	X	X	X	X	X	X	X		X	X
City Liaison / Council Review	X	X	X	X	X	X	X	X		X	X
Neighborhood Liaison	X		X	X	X	X	X	X		X	X
Publications	X	X	X	X	X	X	X			X	X
Safety	X	X									
Parks & Rec	X	X									
Streets & Transportation	X	X									
Planning, Zoning, Land Development	X	X									
School & Education	X	X									
Bylaws			X		X	X	X	X		X	X
Membership			X			X	X	X		X	X
Nominations			X	X	X	X	X	X		X	X
Social			X	X	X	X	X	X		X	X
<b>NAME OF DESIGNATED SPECIAL COMMITTEES</b>											
Safety			X	X	X	X	X	X		X	X
Parks & Rec			X	X	X	X	X	X		X	X
Public Works / Streets & Transportation			X	X	X	X	X	X		X	X
Schools & Education			X	X	X	X	X	X		X	X
Land Development			X	X	X	X	X	X		X	X

W = WILLAMETTE  
 B = BOLTON  
 SR = SKYLINE RIDGE  
 RW = ROBINWOOD  
 PC = PARKER CREST  
 RS = ROSEMONT SUMMIT  
 MH = MARYLHURST  
 BHT = BARRINGTON HEIGHTS, HIDDEN CREEK, TANNER WOODS  
 HS = HIDDEN SPRINGS  
 TB = TANNER BASIN  
 S = SUNSET

 Indicates areas of concern for missing committees  
 Indicates no Standing committee

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**B2B COMPARISON ANALYSIS  
SUPPORTING DOCUMENT**

**1. ARTICLE II: NA PURPOSE EXAMPLES**

The purposes of the **Willamette** Neighborhood Association shall be

- (1) To establish and foster efficient communication between the members of the association, residents of Willamette, and local governing bodies; and
- (2) To educate the residents of Willamette on the issues confronting local governing bodies to insure that well reasoned input can be received prior to decisions being made on the issue, and
- (3) To assist in the development and review of issue and problems, both within Willamette and the City in general

The name of this organization shall be The **Robinwood** Neighborhood Association (RNA)

**Section 2**

The purpose of the Robinwood Neighborhood Association rests upon the belief that people can and should govern themselves democratically and justly: The essence of the Association is that people are responsible collectively to make choices which directly affect their lives together. The smallness of the neighborhood enables all residents to deliberate, decide and act together for their common good by attending general and special meetings.

RNA will share the neighborhood with individuals, families, and businesses of diverse need, interests, backgrounds and beliefs. When neighbors respect their diversity in their collective decisions, their self-government can be just Similarly, our neighborhoods share city and world life with other neighborhoods.

**Section 3**

**PHILOSOPHY OF Rights and Responsibilities**

Adapted from the ALLIANCE FOR NEIGHBORHOOD GOVERNMENT - Bill of Rights for Neighborhoods.

Signed in Philadelphia in April, 1976, by delegates to the third semi-annual conference of the Alliance for Neighborhood Government, 1901 Que Street, N.W., Washington, D.C. 20001, as part of the Bill of Rights and Responsibilities for Neighborhoods.

1. The ideal of neighborhood government rests upon the belief that people can and should govern themselves democratically and justly. The essence of democratic government is that people are responsible collectively to make choices which directly affect their lives together. The ideal neighborhood is a political unit which makes this possible, since the smallness of the neighborhood enables all residents to deliberate, decide and act together for the common good
2. We share our neighborhoods with individuals and families of diverse needs, interests,

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backgrounds and beliefs. When neighbors respect their diversity in their collective decisions, their self-government can be just. Similarly, our neighborhoods share city and world life with other neighborhoods. When neighborhoods respect their diversities and interdependence in inter-neighborhood decisions and action, justice will be further served .

3. In the past, neighborhoods and their citizens have been denied the opportunity for exercising their political rights and responsibilities. Consequently, justice has not been achieved. In order to overcome this past failure, we assert the philosophy that all governments and private institutions should .recognize the following concepts understanding that they are not legally binding.
  - A) Neighborhoods should be able to determine their own goals, consistent with the broad civic ideas of justice and human equality.
  - B) Neighborhoods should be able to define their own governing structures, operating procedures, names and boundaries.
  - C) Democratically organized neighborhoods should be able to control private and public resources necessary for the implementation and support of neighborhood decisions.
  - D) Democratically organized neighborhoods should to able to review in advance and decisively influence all stages of planning and implementation of all actions of government and private institutions affecting the neighborhood; and
  - E) Neighborhoods should have access to information necessary to carry out these rights.

The name of the association shall be the Skyline Ridge Neighborhood Association ("SRNA").

## ARTICLE I: STATEMENT OF PURPOSE

SRNA's purpose is to maintain and improve the quality of life of residents of our neighborhoods. The members of SRNA have gathered together to form and support this association because they recognize that they may more effectively and positively influence activities that affect their quality of life by acting collectively rather than individually. The SRNA seeks to serve the neighborhood with individuals, and families, of diverse needs, interests, backgrounds and beliefs and will strive to respect that diversity.

## 2. ARTICLE II: Bolton, Section 6. General Meeting Limitations On Non-Agenda Items:

No official action shall be taken on behalf of the Association at a General meeting of the Association unless the item appeared on the agenda of the meeting as publicly announced.

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**3. ARTICLE III: MEMBERSHIP, PROCEDURES, MEETINGS, VOTING AND ELIGIBILITY EXAMPLES**

**A. Section 6 Variances**

**1. Bolton – Amendments to the By-laws**

These bylaws may be amended by the majority of a General meeting provided the amendment is in writing and has been discussed and recommendation has been made thereon by the Board of Directors.

**2. Hidden Springs – Land Use Variances**

a) Per West Linn City Code Section 2.175, the HSNA may appeal<sup>8B</sup> land use decisions made by the planning director or planning commission to the appropriate bodies without cost if the planning director finds that the HSNA has followed the proper appeal procedures as set forth in Section 99 .14 (and Sections 99.240 through 99.300).

b) If any land use decision is deemed adverse to the quality of life of the HSNA, eligible members in good standing may bring a motion to appeal that decision before the membership at any general or special meeting. Upon the motion carrying, the presiding officer shall appoint a Land Use Appeal Committee, whose charge shall be to prepare a written report reflecting the majority view and to submit the report at the next general or special meeting. Upon acceptance of the report by the eligible members in good standing, the Land Use Appeal Committee shall submit the appeal to the proper City officials and/or commission following the procedures cited in Section 6(a), above.

**B. Section 5 Variances**

**1. Bolton – General Meeting Limitations on Non-Agenda Items**

No official actions shall be taken on behalf of the Association at a General meeting unless the item appeared on the agenda of the meeting as publicly announced

**2. Willamette – By-laws Amendments**

These By-laws may be amended by majority of a general association meeting provided the amendment is in writing and has been discussed and reviewed by the Internal Procedures Committee

**3. Robinwood – By-law Amendments**

These by-laws may be amended by a quorum of a regular or special meeting provided the amendment is in writing and has been discussed and reviewed by the By-laws Committee of Board of Directors

These meetings must be conducted in conformance with the public meeting law when the association meets to act in an advisory capacity. The written minutes required by open meetings law are required to show minority opinions and a list of

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all those voting, and copies of approved minutes and sign-in lists be available to the city for public view

**C. Hidden Springs Membership Verbiage**

a) The membership of the HSNA shall not be limited by race, creed, color, sex, age, heritage, national origin, or income. Any resident, business owner or owner's representative, nonprofit organi71lfion's official representative, or property owner who resides, owns property, or maintains a business within the recognized boundary of the HSNA and is at least eighteen (18) years of age shall be entitled to membership. {WLCC 2.165(1)}

b) Any person entitled to membership of the HSNA may become a member in good standing by attending a duly convened general or special meeting and filling out and signing the attendance register. .Signing the attendance register is an attestation on the part of the signer that they qualify for membership in the HSNA per Article ill, Section 2, Paragraph (a) of the By-Laws. Person(s) signing the attendance register as entitled to membership and found to not satisfy these requirements will have their name(s) stricken from the role. Such persons will be considered as guests and will be prohibited from voting on formal motions that properly come before the HSNA. In addition, their presence will not count towards a quorum. Any person entitled to membership who cannot attend a duly-convened meeting of the HSNA due to physical disability or other impairment may be excused from the attendance requirement for good standing by petitioning the President in writing and attesting to the hardship of personally attending meetings. Once a person entitled to membership signs the attendance register and becomes a member in good standing, that person remains in good standing until eligibility requirements are no longer satisfied. Members may resign by submitting a letter of resignation to the President. In recognition of the mobility inherent in suburban life and the inability of the HSNA officers to accurately pole the residency of the Neighborhood, the President may, at a duly-convened meeting, move that the eligibility role be purged and re-set at that meeting. Such motion must be seconded and carried by a majority of the eligible members present.

c) Participation in the HSNA does not limit the right of any person or group to participate directly in the decision-making process of the City Council or City Departments through normal channels open to any resident citizen of West Linn.

**D. Hidden Springs Meeting Verbiage**

a) General (regular) meetings shall be held on the third Tuesday of the month at 7:00 PM. In recognition of summer activities, general meetings may be suspended for any or all of the months of June, July, or August. The suspension of any future general meeting(s) must be accomplished by formal motion and voting per Robert's Rules of Order.

**E. Hidden Springs Suspension of General Meetings**

The suspension of any general meeting shall be communicated to the City so proper notice may be posted on the City website. If attendance declines such that a quorum cannot be maintained,

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meetings must be held at least annually to maintain the minimum standards requirement of the City. {WLCC 2.165(3)(d)}

#### F. Hidden Springs Proper Notice

Proper notice shall mean to include any of the following: Signage within the boundaries of the Neighborhood, posting on the City website, emails sent to all eligible members in good standing who provided email addresses upon signing the attendance roster at any duly convened meeting.

#### G. Boundaries

##### A. Willamette.

Northern: West Linn City Limits  
Eastern: A line which is both due north of due south of the northeast corner of DLC 54  
Southern: Willamette and Tualatin Rivers  
Western: West Linn City Limits

##### B. Bolton.

Northern: Mary S. Young Park  
Eastern: Willamette River  
Southern: Willamette River  
Western: Highway 43 at Mark Lane (both sides, one lot deep on Western border) South to Barlow then Southeastern along the ridge to Willamette River

##### C. Robinwood

Northern: West Linn City Limits – College Hill Estates  
Eastern: Willamette River  
Southern: Mapleton Drive south along Hwy 43 to Mohawk Way then West to Hidden Springs Road  
Western: Upper Midhill road south along the ridge to Hidden Springs Road

#### H. Land Use Appeals

A. Willamette. Planning, Zoning, and Land Development Standing Committee  
The committee shall make recommendations on the uses of lands for housing, businesses, streets and other facilities requiring construction or altering of existing landscape. Committee shall continuously review LCDC statewide planning goals and guidelines, the City Comprehensive Plan and zoning ordinances.

B. Bolton. Planning and Zoning Standing Committee.  
This committee shall review issues concerning the zoning of land and development codes pertinent to the neighborhood

C. Skyline Ridge. Land Development Special Committee  
Makes recommendations on the uses of lands for housing, business, streets and other facilities requiring construction or altering of the existing landscape, continuously reviews statewide planning goals and guidelines

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D. a) Per West Linn City Code Section 2.175, the HSNA may appeal 8B land use decisions made by the planning director or planning commission to the appropriate bodies without cost if the planning director finds that the HSNA has followed the proper appeal procedures as set forth in Section 99.14( and Sections 99.240 through 99.300.

b) If any land use decision is deemed adverse to the quality of life of the HSNA, eligible members in good standing may bring a motion to appeal that decision before the membership at any general or special meeting. Upon the motion carrying, the presiding officer shall appoint a Land Use Appeal Committee, whose charge shall be to prepare a written report reflecting the majority view and to submit the report at the next general or special meeting. Upon acceptance of the report by the eligible members in good standing, the Land Use Appeal Committee shall submit the appeal to the proper City officials and/or commission following the procedures cited in Section 6(a), above.

E. Others. The NA is authorized to appeal land-use decision to the Planning Commission and/or City Council with approval of a resolution to appeal. Where possible, the matter will be assigned to the NA Land Development Committee for review, and a report will be submitted to the membership prior to voting on the resolution.

## ARTICLE VI: COMMITTEES

### HIDDEN SPRINGS.

#### Section 1. Purpose and Staffing

- a) Committees provide the HSNA with informational reports and draft policy recommendations for approval by the eligible membership in good standing
- b) In consultation with the other Association officers, the President will activate and appoint chairpersons for standing and special committees. The President and committee chairperson will mutually agree upon the number and identity of committee members.