CITY OF WEST LINN
NEIGHBORHOOD ASSOCIATION BYLAW UPDATE PROJECT

NEIGHBORHOOD ASSOCIATION PROGRAMS
CITY COMPARISON FINDINGS

BACKGROUND

Neighborhood Association Programs from a total of ten cities across the State of Oregon were reviewed and compared to one another and the City of West Linn's program. The source of most data was information obtained from various cities' websites. In some instances, telephonic data gathering was used. The following ten cities were evaluated:

*Beaverton	*Bend	*Corvallis	*Eugene	*Gresham
*Lake Oswego	*Portland	*Oregon City	*Sandy	*Troutdale

Cities were selected for research based on four criteria:

- Fairly equal in expected population size (Sandy, Troutdale)
- Represented a cross-section of Oregon (Bend, Corvallis, Eugene, Gresham)
- Close proximity to West Linn (Oregon City, Lake Oswego)
- West Linn has historically used as a basis for its own NA program (Portland, Beaverton)

Of the ten original cities selected for study, only eight provided useful information for this project. Thus, no significant data is available for either Sandy or Troutdale. Additionally, four neighborhood association bylaws within the Portland area were assessed:

*Downtown *Laurelhurst *Montavilla *Center

These bylaws were evaluated to discern differences and similarities of the very unique neighborhoods (which are all very familiar to the researcher). The goal was to determine if their uniqueness required significant differences in their bylaws, which they didn't.

FINDINGS

1. The average number of residents per neighborhood assoication was similar to same size cities (See Attachment M). The City of West Linn has eleven NAs, averaging 2,182 residents per NA (based strictly on mathematical calculations and not on actual size of NAs). This size is in-line with Oregon City, Lake Oswego, and Corvallis.

2. Portland created a Standards Document to detail requirements to be a recognized NA. This stand-alone regulation is considered a best practice (See Attachment L for list of 33 best practices). It allows for more detailed information without elongating the municipal code. The Portland Downtown NA has a best practice on how to describe NA boundaries (See Attachment M).

3. Additionally, Beaverton, Bend and Gresham all have a "Handbook" or "Guide to Citizens Involvement" which essentially acts as the same mechanism. These are also best practices (See Attachment N for Other Cities Best Practices).

4. Oregon City, Sandy, and Troutdale had very limited information on their city websites concerning NAs. In fact, Sandy's primary information is a NA start-up kit. Thus, West Linn is far ahead of its peers (cities with similar population levels) with its NA program.

5. Eugene and Bend had mechanisms for a resident to go online, input their address, and find out what neighborhood assoication they belong to. Additional information included, contact information for all officers within an NA, the meeting time and place, copies of past newsletters, boundaries of the specific NA, and a map of the boundaries. These are best practices.

6. The following highlights unique information gathered from the specified city:

   A. Portland
      1. Portland primarily uses a set number for their quorums.

      2. Two NAs use different quorum numbers for different types of meetings (General, Board, Committees)

      3. Bylaws are written by the NAs – no template used

      4. An Office of Neighborhood Involvement manages the 95 NAs

      5. The standards document revealed 33 best practices that should be incorporated into our program

      6. Uses a competitive grant system to allocate funds

      7. Requires an annual report of NA activities

   B. All other Cities. The remaining cities had a combined number of 20 best practices (See Attachment N - Other Cities Best Practices Report).

C. Lake Oswego

Only city that allows voting by proxy. Only one neighborhood included this in their bylaws.

D. Corvallis

Also uses a competitive grant system to allocate funds. Provides form online.

E. Beaverton

1. According to Mr. John Atkins, City Manager of Molalla and former City of West Linn Community Liaison, West Linn's NA program was based off Beaverton. And according to Brian Hoop of the Portland Office of Neighborhood Involvement, Beaverton's program is based on Portland's program. Thus, the West Linn program has roots leading back to Portland.
2. Developed NA handbook detailing many aspects of standards. Also provides information on how to take minutes, conflict resolution, etc. Best practice – especially for a NA leadership-training manual.
3. Provides basic funding and then NAs may compete for additional grants.

CITY OF WEST LINN
NA BYLAW UPDATE PROJECT
CITY POPULATION COMPARISON
ATTACHMENT K

CITY	# OF NAs	POPULATION	AVE # RESIDENTS PER NA
PORTLAND	95	537,081	5653
CORVALLIS	22	53,900	2450
EUGENE	19	143,395	7547
LAKE OSWEGO	19	35,000	1842
GRESHAM	16	90,205	5638
BEAVERTON	13	83,106	6393
BEND	13	77,780	5983
WEST LINN	11	24,000	2182
OREGON CITY	10	28,964	2896

CITY OF WEST LINN
NEIGHBORHOOD ASSOCIATION BYLAW UPDATE PROJECT
ATTACHMENT L

CITY OF PORTLAND
NEIGHBORHOOD ASSOCIATION STANDARDS
BEST PRACTICES ABSTRACT

1. Positions on Electoral Issues. Neighborhood Associations shall not take positions in support of or opposition to any political candidate or party. They may take positions on ballot measures and referendums.

2. Annual Action Plans. District Coalitions (neighborhood associations) shall develop and annual action plan.

3. District Coalitions (City staff) should provide training, orientation, information and consultation to NAs. It is the role of the staff to be a resource to neighbors who in-turn advocate a particular position on an issue.

4. Standards will be reviewed four years after their adoption by City Council. Any party wishing to propose amendments to the Standards may do so by submitting the proposed amendment(s) in writing to the review committee. The draft revision(s) will be distributed to each NA. The review and comment period shall be no shorter than 60 days. At least one public hearing shall be scheduled to receive oral and written testimony.

5. List of services provided by Office of Neighborhood Involvement. Leadership Skills Training and Board Orientation, Inclusion and Participation, Grievances, Information and Referral, Other city agencies.

6. The City Council shall appoint and convene a NA Standards Review Committee.

7. Open Meetings. Public participation in the civic affairs of local government is a hallmark of democratic societies and of government that responds to the public it serves. Neighborhood Associations and District Coalitions are an integral part of the structures that support timely, meaningful, vigorous, and diverse public participation in the civic affairs of the City of Portland. To foster that public participation, Neighborhood Associations and District Coalitions, with limited exceptions, as noted in this section, shall:

    1. Conduct their affairs in meetings open to and with adequate notice to the public, and,

    2. Make their records available for public review in accordance with this section.

8. Boundaries. No neighborhood shall choose boundaries that overlap with another neighborhood association. No NA shall enlarge its boundaries if to do so would create an overlap with another NA.

9. Purpose of 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 neighborhoods associations.

10. Definitions.

    A. Neighborhood. A geographically continuous self-selected community

    B. Neighborhood Association. An autonomous organization formed by people for the purpose of considering and acting on issues affecting the livability and quality of their neighborhood, formally recognized by the office of neighborhood involvement.

    C. Office of Neighborhood Involvement. An agency of the City of Portland, whose purpose is to facilitate citizen participation and improve communication among citizens, other NAs, non-profit organizations, city agencies, and other entities.

    D. Standards. Regulations adopted by City Council that govern NAs.

    E. Committee: Includes a subcommittee, task force, or other group organized to conduct business of a neighborhood association.

    F. Decision. Includes all decision and policy recommendations, except routine day-to-day decisions, within the scope of authority of general membership, board or committees. Examples of routine or day-to-day decisions are those of staff carrying out his or her duties; performance of duties required or authorized by bylaws, such as preparation of agendas and notices; and details of the manner in which decisions are implemented. Decisions exclude elections of board members, officers, or other elected positions in a neighborhood association.

    G. Executive Session. Means the whole or part of a meeting of the general membership, board, or committee that is closed to certain persons for the period of deliberation on the matters listed below in public records section.

    H. Meeting. Means the convening of the general membership, board or committee for which a quorum is required in order to make a decision on any matter or to deliberate toward such a decision.

    I. Quorum. Means the minimum number of general membership, board, or committee members who must be present at a meeting in order to take a vote that resulting in a decision. It is invalid for bylaws or other rules to provide that whatever number of members is present constitutes a quorum.

J. Records. Includes the writing, or part thereof, containing information relating to the conduct of the business of a neighborhood association. Records shall not include calendars, diaries, planners, personal organizer or similar items of members; nor shall it include electronic mail intended as private communication between two or more people and not related to neighborhood association business.

K. Writing. Means any means of recording information, electronic or non-electronic.

L. Executive Authority. Means having authority to make decisions on behalf of a neighborhood association.

11. Boundaries. The minimum size of a neighborhood association is 100 acres or 200 households and/or businesses. Existing NAs within minimums below these criteria as of implementation date for these Standards are accepted as conforming.

12. Approval of Boundaries. The office of neighborhood involvement (City Council) shall approve all boundary requests or changes. This decision shall be final and unappealable.

13. Membership. Neighborhood associations shall maintain membership, which is open to any person who lives and/or owns real property, and/or holds a business license within the recognized boundaries of the NA. The list of the membership is the property of the NA and is not subject to public record requests.

14. Non-Discrimination of Membership. Neighborhood Associations shall not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation in any other their policies, recommendations, or actions.

15. Dues. Neighborhood Associations can not require collection of membership dues. Contributions made on a voluntary basis may be accepted.

16. Grievances. Neighborhood Association bylaws shall include provisions relating to the resolution of grievances against the neighborhood association including: who is eligible to grieve, a process for the recipient of complaints, and a procedure for final resolution. The procedures shall abide by the minimum standard outlined below:

A. A grievance must contain an alleged violation of the subject Neighborhood Association's bylaws or these Standards.

B. Bylaws of a Neighborhood Association must designate that a grievance be brought to a Neighborhood Association president, designated Neighborhood Association officer, or designated committee of the Association and/or board as provided in the bylaws.

C. A grievance must be submitted by the grievant within 45 business days of the alleged incident. The grievance must be reviewed and responded to by the appropriate Neighborhood Association procedures within 60 calendar days from receipt of the grievance.

D. The Neighborhood Association's consideration of the grievance shall be open to the public. The findings of a grievance shall be a matter of public record. Deliberations of the decision-makers, however, may be held in executive session. The Neighborhood Association's response shall be in writing and include supporting findings of the decision. The association is encouraged to maintain any supporting documents in case of appeal.

E. Only upon unsatisfactory resolution of a grievance with a Neighborhood Association may the grievant appeal to the appropriate District Coalition. The grievant has fourteen calendar days from the date the decision is rendered to appeal.

17. District Coalitions provide technical assistance in providing opportunities for neighborhood associations to increase their effectiveness in recruiting, training, and retaining volunteers. Additionally, efforts should be made to make all neighborhood associations accessible to all constituencies. This may include identifying childcare options, transportation solutions and meeting locations which are accessible to people with disabilities.

18. Decisions made at meetings. Members of a general membership, board, or committee, as established by the governing bylaws, shall make all decisions and conduct all deliberations toward a decision at a meeting open to the public at which a quorum is in attendance.

19. Voting. Members have one vote each and decisions shall be made a vote that is at least a majority of those members who are voting. Proxy voting is prohibited. Members may gather informally but shall not make or deliberate toward a decision.

20. Open Meetings.

A. Except as otherwise provided below, meetings must be open to public attendance, with notice provided and minutes taken as provided in these standards.

B. Neighborhood associations may close meetings or parts of meeting to public attendance when in executive session. An executive session is limited to members of the governing body, others reporting to the body on the subject of the executive sessions, and the media. The body may include others at their discretion. Any information revealed in an executive session is considered privileged and many not be reported. Executive session may be held <u>only to deliberate</u> toward a decision of the following matters:

(1) Mediation of personal disputes among members, but not including official grievances
(2) Consultation with legal counsel
(3) Consideration of records exempt from release by law; and
(4) Preparation for presentation of testimony on appeals of land use decisions
(5) Considerations of grievances. However, the findings and document of a grievance shall be a matter of public records

C. Voting to render a decision, including a decision on matters considered in executive session, must be don in a meeting open to public attendance.

D. Minutes must be kept during executive sessions but they can be filed in a separate location from regular meeting minutes.

E. Notice of meetings.

(1) Notice under this section must be given seven days before the meeting.
(2) When practical, notice of a neighborhood association meeting shall be published in the respective newsletter of the neighborhood association.
(3) In the absence of such publications, neighborhood associations should attempt to publish notice in a regularly scheduled for-profit community newspaper, many of which do provide a community calendar for free.
(4) ONI shall post monthly neighborhood meeting information on the ONI PortlandOnline website. It is the responsibility of the neighborhood associations to provide any updated changes to meeting information. Such online posting constitutes sufficient notice under this section
(5) Other methods of notice shall include posting of notices on public bulletin boards, door-to-door distribution of flyers, press releases, phone banks, electronic mail, websites, cable access TV, lawn signs, and faxes. These should be established ongoing outreach methods by the neighborhood association in order to be sufficient notice under this section
(6) Direct notice to members of a board or committee that is meeting and individuals and news media that have requested notice. Direct notice shall be notice delivered to members by hand, US postal service mail, private delivery service, or by verified fax or electronic mail. When above methods are not practical, notice may be done by telephone. The notice shall be sent by a time that in the regular course of delivery will allow the recipient to receive the notice at least one day before the meeting.
(7) Applicants in land use petitions should receive direct notice of a meeting when their issue is on the agenda, even it they have not specifically requested it in writing.
(8) All notice, written or verbal, 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. Notices to the public of meetings conducted by telephonic communication shall include the location where the public may listen to or read the communication during the meeting. Notices of meetings held in executive session shall state the meeting will be held in executive session.

F. Notice for emergency meetings. Emergency meetings may be held with less than seven days' notice but not less than 24 hours notice. Direct notice as timely as practicable under the circumstances shall be provided to members of a board or committee that is meeting, and to individuals and news media that have requested notice. Notice to the general public shall be provided as set forth above in this *section E, 1, a: Notice (Page 40)*. Parties who are known to have a direct interest in the topic of a meeting should receive direct notice, even if they have not specifically requested so in writing. Minutes of the emergency meeting shall state the nature of the emergency and state why the meeting could not be delayed to allow at least seven days' notice. Members conducting business at the meeting may make decisions or deliberate toward decisions only on the agenda topic or topics for which the emergency meeting was called.

G. Meeting Location.

(1) Except as set forth below in this section *VIII, G, 5: MeetingLocation*, meetings shall be conducted at a single location so that all members of the Neighborhood Association or District Coalition and the public in attendance physically convene in one place. Whenever practicable, meetings shall be held within the boundaries of their Neighborhood Association or District Coalition. Meetings not held within the boundaries shall be held as near as practicable to the Neighborhood Association's or District Coalition's boundary.

(2) Meetings shall not be held in locations where any person attending the meetings would face discrimination on the basis of race, religion, color, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation.

(3) Meetings shall be held in locations accessible to people with disabilities.

21. Public Participation. The chair of the meeting controls the extent of public participation subject to any controlling bylaws or other rules of the Neighborhood Association or District Coalition. Neighborhood Associations and District Coalitions are not required to allow public participation in board or committee meetings, although the public is entitled to be present.

22. Disruptions. Subject to any controlling bylaws or other rules of the Neighborhood Association or District Coalition, the chair of a meeting may have anyone removed who disrupts a meeting after receiving at least one verbal warning during the same meeting.

23. Voting

A. Subject to any controlling bylaws or other rules of the Neighborhood Association or District Coalition, voting at meetings may be done orally, by a show of hands, or by a written ballot that contains the name of the member voting and the vote of that member. For election of officers, board members, and other representative and delegates, voting may be done by secret ballot. Upon the request of any

voting member, a show of hands shall follow an oral vote. Anyone wishing to see written ballots may do so at the meeting or anytime thereafter before the ballots are discarded. Written ballots must be retained for a period of 60 days after the vote and then may be discarded.

B. Proxy voting and voting by mail is prohibited. Voting in elections need not be held during meetings but may be kept open for up to 24 hours.

24. No Smoking At Meetings. Smoking is prohibited at meetings.

25. Public Records.
    A. Minutes shall be taken at all meetings. Minutes do not have to be a verbatim transcript of the meeting but shall at least summarize discussion and actions. Minutes shall also include the following:
       a) Members in attendance,
       b) All actions, including motions, proposals, and resolutions stated in full and their dispositions; and,
       c) Results of all votes taken, and a summary of minority opinions on all topics on which a vote is taken.
    B. Minutes shall be put in writing and made available to the public, except for minutes from executive sessions, within a reasonable time after the meeting. Neighborhood Associations are required to forward copies of their meeting minutes to their District Coalitions. Neighborhood Associations unaffiliated with a District Coalition are required to forward copies of their meeting minutes to the Office of Neighborhood Involvement.
    C. See above in this section *VIII, D, 4: Meetings Open to Public (page39)* regarding minutes for executive sessions. See *above in this section VIII, F: Notice for Emergency Meetings (page 42)* regarding minutes for emergency meetings.

26. Inspection of Records by Public; Exemptions. Any person may inspect the records of a Neighborhood Association or District Coalition, except the following records:
    A. Records pertaining to mediation of personal disputes among members or employees, but not including grievances;
    B. Records pertaining to consultation with legal counsel;
    C. Records exempt from release by law.
    D. Records pertaining to the personal affairs of members or employees.
    E. To protect records, maintain District Coalition efficiency and order, and exclude exempt records from inspection, the Neighborhood Association or District Coalition may control the time and manner of inspection of records.
    F. No District Coalition or Neighborhood Association is required to compile a record that is not already in existence.

27. Reasonable Fees. Neighborhood Associations and District Coalitions may charge reasonable fees for making records available, including fees for reproduction of records and for employee time.

28. Retention of Records.
   A. Neighborhood Associations shall promptly deliver copies of their minutes, bylaws, articles of incorporation, records of tax-exempt status, and records of grievances to the District Coalitions with which they are affiliated. Unaffiliated Neighborhood Associations shall promptly deliver these documents to the Office of Neighborhood Involvement.
   B. Neighborhood Associations and their affiliated District Coalitions shall retain specific types of records for a specific period, depending on the type of record:
      (1) Minutes of board, committee, and general membership meetings should be retained permanently.
      (2) Articles of incorporation, records of tax-exempt status, and records of grievances should be retained permanently, and bylaws and other operating rules should be retained while they are current.
      (3)Business records should be retained for seven years.
      (4) Records, such as correspondence, pertaining to any issue a neighborhood votes on should be retained permanently.
      (5) Neighborhood Associations shall retain records as required by any state, federal, or other laws.

29. Downtown NA Bylaws. <u>Membership</u>.
   A. Before exercising the rights and privileges of membership, any eligible person shall submit to the Board a completed application containing the following data:
      (1) Date of application
      (2) Name, address and phone number
      (3)Full name, residence or business address and telephone number, if available.

   B. Membership shall be considered permanent after an individual has completed a membership form and attended one regularly scheduled general meeting. Annual review of the membership list will occur prior to the Annual Meeting to update active members, confirm contact information and remove members that can no longer be contacted. Any member may resign membership and be removed from all contact lists at any time.

30. Downtown NA Bylaws. <u>Boundaries</u>. Example of a well-written boundary description is at Attachment B.

31. Montavilla NA Bylaws. <u>Conflict of Interest Procedures</u>.
A transaction in which a Board member may have a direct or indirect conflict of interest may be approved by a vote of the Board if in advance of the vote by the Board all

material facts of the transaction and the Board member's interest are disclosed to the Board. A conflict of interest transaction is considered ratified if it receives the affirmative vote by the vote of the majority of the Board members who have no direct or indirect interest in the transaction. A single Board member may not authorize a transaction. If a majority of Board members who have no direct or indirect interest in the transaction votes to authorize, approve, or ratify a transaction, a quorum, is present for the purpose of taking action. 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. The Board member with the direct or indirect conflict of interest must elect to abstain from voting on the transaction.

32. Montavilla NA Bylaws. Grievance Procedures.

A. *Grievance* - Any person or group may file a complaint based upon an alleged violation of the MCA bylaws or the Office of Neighborhood Involvement Standards. The complaint must be made in writing to the Board within forty-five (45) days of the alleged incident.

B. Grievance Components - The petition shall include the name and address of the petitioner, the nature of the grievance and suggested remedy.

C. Grievance Committee - Within seven (7) days after the receipt of the petition, the Chairperson will establish a grievance committee of three to include: one representative appointed by the Board of Directors, one representative appointed by the petitioner and one representative from the neighborhood district coalition. The committee shall investigate the matter and report to a general or special meeting within thirty (30) calendar days from receipt of the grievance.

D. Grievance Hearing – The grievance hearing shall be held within forty-five (45) days of receipt of grievance. The grievance hearing shall appear on the notification of the general or special meeting. The general membership, by a majority vote of those present, can take action on the grievance. Such actions include, but are not limited to: sustaining the original action, reversing the original action, revising the original action or deferring further action pending further investigation. A tally of votes and reasons from the grievance hearing shall be documented and forwarded to the affected individuals and groups.

E. Grievance Resolution – The final grievance resolution will be communicated to the affected individuals and groups via email, telephone, or other necessary means within sixty (60) days from receipt of grievance.

33. Montavilla NA Bylaws. Procedures for consideration of proposals.

Section 11.1 *Submission of Proposals* – Any person or group, inside or outside the boundaries of the MCA may propose in writing items for consideration and/or recommendation to the Board. The Board shall decide whether proposed items will appear on the agenda of the Board, standing or special committees, or general or special meetings.

Section 11.2 *Notification* – The proponent and members directly affected by such proposal shall be notified in writing of the place, day and hour the proposal shall be reviewed not less than seven (7) calendar days in advance.

Section 11.3 *Attendance* – The proponent may attend this meeting to make a presentation and answer questions concerning the proposal(s).

Section 11.4 *Dissemination* – The MCA shall submit recommendations and dissenting view as recorded from the meeting to the proponent and other appropriate parties.

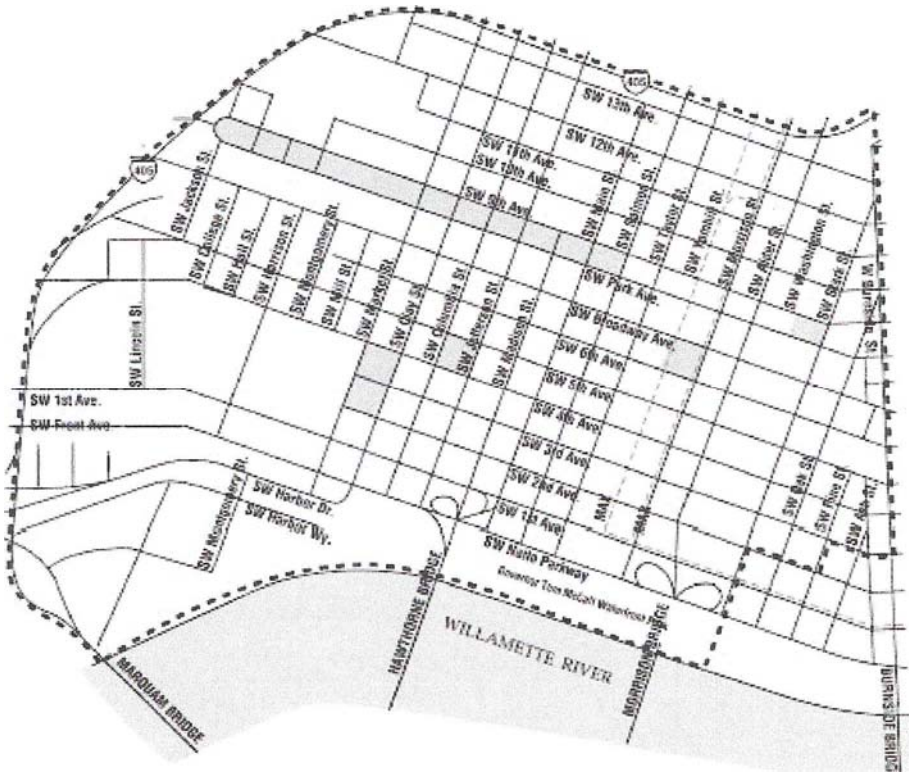
Section 2.3 Funding

There shall be no membership dues. Voluntary contributions, grants, contracts, or subscriptions to newsletters may be received by the DNA.

Section 2.4 Boundaries

DNA's geographic boundaries illustrated below, are as follows:

The western most boundary of the Downtown Neighborhood Association service area is the 1-405 Freeway this also serves as the southern most boundary. The Willamette River serves as the boundary to the east. The boundary then follows the river north to the south side of SW Stark. Continuing west on SW Stark, the boundary turns north on SW 2"d Avenue and continues on the west side of SW ~d Avenue to SW Pine. Continuing west on the south side of SW Pine the boundary turns north on SW ~ Avenue. Continuing on the west side of SW gll Avenue the boundary turns west on W Burnside. The boundary completes the service area by continuing on the south side ofW. Burnside until it meets the 1-405 Freeway.



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Downtown Neighborhood Association Boundaries

CITY OF WEST LINN
NEIGHBORHOOD ASSOCIATION BYLAW UPDATE PROJECT
OTHER CITIES BEST PRACTICES ABSTRACT
ATTACHMENT N

The following is a compilation of best practices noted from the various documents researched concerning neighborhood associations in other Oregon cities.

1. Eugene. Cal Young NA. Participation.
   Section 1. Entitlement. Participation in the affairs of the Association is open to any 16-year-old or older resident and/or representative of a property owner or business located within the boundaries described in ARTICLE II.
   Section 2. Voice and Voting.

   a.) Each person entitled to participate as defined in Section 1 of this ARTICLE is entitled to speak at any General or Executive Committee meeting and is entitled to one participant vote whenever votes are taken, at an Executive Committee meeting, as provided in ARTICLE VII, Section 7 of this charter. All participants are entitled to one vote on any motion brought before the membership at any General Meeting.

   b.) No absentee voting or voting by proxy shall be allowed.

2. Eugene. Cal Young NA. Officers.
   Section 3. Duties of Vice President. The Vice President shall assist the President upon request. In the absence of the President, or in the President's inability or refusal to act, the Vice President shall execute the duties and powers of the President.
   Section 4. Duties of the Secretary-Treasurer. The Secretary-Treasurer shall:
   a.) Record the minutes of all general and executive meetings and maintain on file copies of said minutes, correspondence, attendance lists, and other records;

   b.) Receive all Association funds, deposit them in a bank approved by the Executive Committee, and pay out funds only on notice signed by one other officer and the Secretary-Treasurer.

3. Eugene. Cal Young NA. Nomination, Election, and Removal of Officers and Executive Committee Members.
   Section 1. Elections. The officers shall be elected at the annual meeting and shall serve one-year terms.
   Section 2. Nominating Committee. A three-member nominating committee shall be appointed by the President prior to the annual meeting. Notice of the creation of the nominating committee and of the annual election shall be published in the Cal Young Neighborhood Association Newsletter prior to the meeting.

Section 3. Candidates. At the annual meeting, the nominating committee shall present the proposed candidates for office. The slate of candidates for office shall be published in the Cal Young Neighborhood Association Newsletter prior to the annual meeting. Additional nominations may be made from the floor at the meeting.

Section 4. Absences. If a member of the Executive Committee is absent for four consecutive meetings, either regular or special, that member's position shall be vacated unless the Committee finds that extraordinary circumstances prevent the member's attendance.

Section 5 Termination. Membership on the Executive Committee terminates at once for anyone who moves from the neighborhood.

Section 6. Vacancies. The Executive Committee shall by appointment fill vacancies in the offices of President, Vice President, Secretary-Treasurer, and Newsletter Editor.

4. Gresham. Neighborhood Association Guidebook. Services provided by city include:
   A. Neighborhood Association Resource Area. Has computer, phone, photocopier, and other informational resources neighborhoods frequently use such as the Community Development Code, GIS system, and email and internet access. This area is available by appointment.

   B. Neighborhood Connections (e-newsletter sent to neighborhood leadership. Sent out once a month and/or when there is breaking news of interest to associations)

   C. The opportunity to post their meetings on the City's website calendar

   D. Providing free meeting space at City Hall upon request

   E. Providing periodic training on issues that are important to running a successful neighborhood association and on issues that concern the community such as land use, community organizing and running effective meetings.

   F. Technical Assistance. The City provides staff that is available to answer questions about the processes that affect the neighborhoods, assist in accessing information, and provides technical assistance if requested.

5. Gresham. Neighborhood Association Guidebook. President Duties.
The president is responsible for the overall leadership of the board and the neighborhood association. The president represents the association and is the principal contact with the community and City Council and City staff.
Other responsibilities of a neighborhood association president include:

- If recognized, ensures the association meets City recognition standards.
- Collaborates with the board of directors, establishes meeting dates and agendas.
- Leads and facilitates both general association meetings and board meetings.
- Delegates the work of the association among the officers, committee members and volunteers.
- Appoints people to serve on committees (some neighborhood association by-laws have the committee chairs do this).
- Recognizing members for their work.
- Meets with the successor and transferring records, files and other items.

6. Gresham. Neighborhood Association Guidebook. Committees.
Standing Committees carry out the work of the neighborhood association. Each neighborhood association decides which standing committees are needed. Standing committees are named in the association's by-laws and are typically chaired by board members. It is important to have specific goals for each committee and to follow an established process for working and reporting back to the board. These committees should be active throughout the year to address continuing issues.

7. Gresham. Neighborhood Association Guidebook. Board Voting.
All decisions made by the board must be made in a public meeting. Each board member's vote must be recorded by name. Written ballots are acceptable if each ballot identifies the member voting, and the vote is announced and recorded.

8. Beaverton. Mayor's Office Neighborhood Program. Leadership Handbook.
Program Services. The Neighborhood Program provides a variety of support to the NACs to assist them in achieving their goals, including:

- assisting NACs in locating information and speakers for their meetings, and
- providing assistance regarding NAC events and activities such as picnics, block parties, and parades.

9. Beaverton. Mayor's Office Neighborhood Program. Leadership Handbook.
Purpose Statement. NACs provide a forum for neighbors to be involved in decision-making in their neighborhood about issues such as transportation projects, development, parks and open spaces, policing, and traffic. And, NACs provide an effective way to increase involvement and participation by citizens.
NACs play a vital role in:

- providing public forums for discussion and resolution of issues important to the neighborhood and community;
- serving as a voice for the neighborhood in presenting views and testimony before public bodies such as City Council;
- providing consistent channels of communication and accurate and timely flow of information between the City and its citizens, and
- organizing social activities that promote neighborhood identity and cohesion.

10. Beaverton. Mayor's Office Neighborhood Program. Leadership Handbook.
President's Duties.

- presides over all regular meetings, calls special meetings as deemed necessary, and assigns members to any ad hoc committees;
- leads NAC meetings in a fashion that allows everyone to be heard and encourages participation from all members;
- prepares the agenda for all meetings. Each month's agenda and meeting minutes are due to the Neighborhood Program 15 days prior to the upcoming meeting or 25 days for a bulk mailing (postcards);
- serves as the primary contact for his/her NAC for the City to send Planning Commission, Board of Design Review, and other City information. The chair shall be sent all bulletins required by law in order for the chair to stay informed of activities within its NAC;
- communicates regularly with Neighborhood Program staff and is able to receive telephone calls and/or emails pertaining to the NAC during regular business hours in the event City Staff, potential developers, or speakers need to discuss NAC business with the chair;

- contacts the Neighborhood Program to inform staff when a meeting has been cancelled, so the necessary steps may be taken to note the cancellation on the City Calendar as soon as possible, and
- serves as the NAC's media contact.

11. Beaverton. Mayor's Office Neighborhood Program. Leadership Handbook. Recorder.
    A. Submits minutes to the Neighborhood Program (preferable via email) 15 days prior to the upcoming meeting. If the recorder does not have internet access then the minutes need to be mailed to the Neighborhood Program office.
    B. Notifies the Neighborhood Program when there has been a change in the board's leadership, general board membership, or when new board members or officers are elected.

12. Beaverton. Mayor's Office Neighborhood Program. Leadership Handbook. Meeting Minutes.
    A. It is important to submit meeting minutes regardless if there is a quorum at the NAC meeting in order to keep with the spirit of community involvement. Meeting minutes are considered the public record of the NACs' discussions and decisions. The timeline for receiving minutes from the NACs is the same as receiving the agendas- no fewer than 15 business days prior to the next meeting.

    B. Items to include in the minutes:
    - Name of the organization,
    - Type of meeting (regular, board, special, etc.),
    - Date, time, and place of the meeting,
    - Names and titles of attendees, including officers and board members,
    - Notation of whether or not there was a quorum,
    - Notation as to the reading and approval of minutes,
    - Record of the reports by officers and committees,
    - Record of all motions, except those withdrawn, including name of the individual who made the motion, who seconded the motion, and how people voted including any opposition to the motion,
    - Record of all other motions including their disposition,
    - Record of all votes taken,
    - Time and type of adjournment, and
    - Signature of the recorder.

C. NAC meetings are public meetings, so they are required to keep a record of the meeting attendees. The City is required to have the **original** sign-in sheet on file. Also, staff updates the NAC mailing lists using the sign-in sheets. Sign-in sheets should be legible, and include the names of everyone in attendance (including guests). NAC must keep a copy of the sign-in sheet for its own records.

13. Beaverton. Mayor's Office Neighborhood Program. Leadership Handbook. Treasury. Many NACs have accounts to hold the monies they receive from fundraisers and donations. The following are recommendations for NACs to utilize to keep accurate bookkeeping information.

• NACs are responsible for opening and maintaining their own checking accounts. If necessary, staff can provide a letter to the financial institution verifying the NAC's status.

• NACs should have at least two signers on the NAC's account as a precautionary policy in the event the primary signer is unavailable. However, people who are authorized to sign checks should not be related.

• NACs should have the bank statement sent to a NAC officer other than the person who keeps the checkbook. In addition, NAC officers should not have independent authority to spend the NAC's money without the approval of the board.

• NACs should implement a financial review process in which NAC officers or board members other than the check book custodian reviews invoices to confirm that goods and services are ordered or received before payments are made.

• NAC board members or officers should regularly review the financial activities of the NAC's account.

14. Beaverton. Mayor's Office Neighborhood Program. Leadership Handbook. Land Use Appeals. The following is the process by which a Neighborhood Association Committee (NAC) may apply for reimbursement of an appeal.

A. Each NAC is eligible to apply for reimbursement for one appeal per fiscal year for a City land use decision or Traffic Commission decision to the City Council, Planning Commission, or Board of Design Review. NACs may only apply for reimbursement regarding decision within their NACs' boundaries. NACs may appeal a land use or traffic decision within another NAC or jurisdiction, but the fee would be the NAC's responsibility. In order to be eligible for reimbursement, a NAC must meet the following criteria:

1. holds at least one public meeting as to the potential of an appeal and request for appeal fee reimbursement from the City;
2. notifies NAC membership no fewer than five business days of the meeting;
3. conducts meetings according to Oregon public meetings law and Oregon public records law, and
4. Votes according to procedures and requirements in the NAC's bylaws.

B. The NAC's written appeal reimbursement request needs to meet the following criteria:

1. contains the appeal fee, and
2. includes the meeting minutes in which the NAC voted to appeal a decision and request reimbursement.

C. Whether or not a NAC is reimbursed the appeal fee has no impact on the decision of any board or commission.

15. Lake Oswego. Palisades NA Bylaws. Associate Members. Shall be open to all students in the seventh or higher grades who reside within the Association boundaries. Associate members shall have no voting rights.

16. Lake Oswego. Palisades NA Bylaws. Association Statements.

One of the major purposes of the Association is to provide input to appropriate private or governmental agencies. This input is to present the views of the membership on any issue, which impacts the neighborhood or the community and will normally take the form of an "Association Statement."

1. The Statement may take any or all of the following forms:
   a. Majority view of the Executive Committee.
   b. Minority view of the Executive Committee.
   c. Majority view of the General Membership.
   d. Minority view of the General Membership.

2. Each such Statement shall contain at least the following sections:
   a. Identification of the issue.
   b. Current membership totals of the Association.
   c. Number voting for the statement.
   d. Number voting against the Statement.
   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. Some explanation of the reasoning behind the position should generally be included.

3. An issue may be brought before the Association by any person or group, member or nonmember, at a regularly-scheduled meeting (Executive Committee or General) or by requesting a special meeting.

4. On all matters upon which a recommendation is made to a City public hearing body, meetings shall be open to the public, except executive sessions as provided by the Oregon Public Meetings Law, ORS 192.660.

5. If brought before the Executive Committee, that committee will then decide whether to present the issue at a General Meeting or to prepare only an Executive Committee Statement. Three (3) affirmative votes of Executive Committee members are required to bring an issue before the General Membership.

6. If brought before a General Meeting, the General Membership will determine whether to consider the issue at that meeting or to remand the issue to the Executive Committee for action.

7. In either case, discussion of the issue will take place, following which the Chair shall appoint the necessary member(s) to prepare a majority and/or a minority Statement. A subsequent meeting to discuss, modify if necessary, and vote upon the Statement (s) will be scheduled at that point. Intermediate meetings may also be scheduled for further discussion or for presentation of pertinent information.

8. The Statement(s), having been discussed, prepared, and voted upon shall then be presented to the appropriate agencies.

9. The Board of Directors shall take such action as necessary to comply with the Oregon Public Meetings and Records Law (ORS 192.610 et seq.) for those items that the Association gives advice or recommendations to any governmental body, Commission, or committee.

17. Lake Oswego. Palisades NA Bylaws. <u>Meetings</u>.

A. All meetings shall be open to the public.

B. There shall be a minimum of six (6) meetings of the Executive Committee annually. Dates of the meetings shall be set by the Executive Committee.

D. Special Executive Committee Meetings may be called at the request of any three (3) members of the Executive Committee. Time and place of such a meeting shall be set by the Chair.

E. There shall be a minimum of four (4) General Meetings of the General Membership annually. Meetings shall be held the third Thursdays of January, April, July and October. The annual Fun Day will constitute the July meeting.

18. Bend. Association Recognition Requirements. Grievance Resolution.
Bylaws shall include provisions relating to the resolution of grievances concerning the activities, policies, or recommendations of the neighborhood association including who is eligible to submit a grievance, a process for the receipt of complaints, and a procedure for final resolution.

19. Bend. Association Recognition Requirements. Annual Reporting.
All neighborhood associations must annually submit a copy of the dates of all meetings held in the past year and the names, addresses and phone numbers of the association's current officers and active members.

20. Bend. Association Recognition Requirements. Annual Review Procedures.
Within 30 days following an annual general meeting for electing officers, all neighborhood associations shall provide the Neighborhood Association Office with evidence of compliance with the requirements set forth in the bylaws and resolution. To assist with this, the Neighborhood Association Office will provide a compliance form. The completed compliance form will be reviewed by the Neighborhood Association Office. If the completed form indicates noncompliance, the association will be asked to take corrective action. If corrective action is found necessary and such action is not taken within 60 days of notification by the Neighborhood Association Office, the City
Council will be advised of the non-compliance and may elect to suspend recognition of the neighborhood association.