

ROBINWOOD NEIGHBORHOOD ASSOCIATION
West Linn, Oregon
By-Laws

Article I

Section 1: Name of Organization

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

Section 2: Statement of Purpose

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.

Article II

Membership and Eligibility

Section 1: Boundaries

The boundaries of the RNA were established historically per the attached map. (WLCC 2.165(2) and 2.165(3) (c))

Section 2: Membership

Membership in the RNA shall be open to all of voting age residents and/or property owners, government agencies, business licensees and non-profit organizations located within the following described boundaries:

See city map of neighborhoods - attached

Membership in the RNA does not limit the right of any person or group to participate directly in the decision making process of the City Council or City agencies through normal channels open to any resident.

Participation is open to anyone living and working in West Linn. Voting is limited to individuals, businesses and agencies within the RNA and as defined in Section 2.

Section 3: Voting

All residents located within the RNA boundaries, of voting age, are entitled to one vote each to be cast during attendance at any general or special meeting. Property owners and the director or manager of any government agency, nonprofit agency or business licensee located within the RNA boundaries, of voting age are entitled to one vote each to be cast during attendance at any general or special meeting if they are not a resident of RNA.

The manner of voting, by a show of hands, open ballot or secret ballot, shall be determined by the presiding RNA officer.

Section 4: Quorum

A minimum of 10 RNA members present at any general or special meeting constitutes a quorum at said meeting.

Section 5: Meetings

Open Meetings Law All meetings must be conducted in conformance with the "Oregon Open Meetings" law when the Association meets to act in an advisory capacity. The written minutes required by the open meetings law are required to show minority opinions and a list of all those voting, and copies of approved minutes and sign-in lists are available to the City for public view.

Meetings shall be guided by Robert's Rules of Order.

A) General meetings shall be open to everyone and will be held on the second Tuesday of every month as publicized.

B) Unless otherwise publicized, general meetings will begin at 7:00 pm. General membership meetings are used for discussion, debate, information, planning, forming resolutions, approval of committee reports, voting and internal regulation.

C) Voting shall be limited to old business agenda items unless a new business item is considered "time is of the essence."

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

Special meetings are held at times other than a General Meeting time for the purpose of informing members of any activity or to expedite activities of the RNA prior to the regular meeting or these types of meetings are used when issues requiring immediate attention or resolution need to be acted upon outside of regularly scheduled general membership meetings.

A) A Special meeting may be called upon by a written request to the Board by any member of the RNA.

B) The President or 2 or more of the Board of Directors may request a special membership meeting.

C) There shall be at least one-week notice provided to the membership of the RNA for a Special meeting although shorter notice may be allowed in the case of an emergency as determined by the Board of the RNA.

D) The Special meeting will be held at the designated General meeting location or at a location determined by the RNA Board if the regular meeting location is not available.

Section 6: By-Law Amendments

RNA By-Laws may be amended by a majority vote at quorum of a regular or special meeting provided the amendment is in writing and has been discussed and reviewed by the By-Laws Committee.

Article III

Section 7: Dues

Charging of dues or membership fees shall not be permitted; however, voluntary donations will be accepted. Activities to raise funds for RNA use may be held if appropriate,

Article IV

Officers

Section 8: Board of Directors (Board)

The Board of Directors is the President, Vice-President, Secretary/Treasurer and two (2) Members-At-Large unless the Secretary/Treasurer are held by separate people, then one (1) Member-At-Large . The Board positions will be held for one year. Interim board vacancies may be filled by appointment of the majority of the Board subject to approval of the members at the next regularly scheduled RNA meeting. Between regular and special meetings, the Board or its appointed representatives shall represent and have the authority to speak for the RNA on matters of urgency. The details of these decisions shall be reported at the next regularly scheduled RNA meeting.

Ensures a financial audit is conducted annually and reported to members. This audit should be done by someone other than the Treasurer or the bank check signatories.

Section 9: Officers

A) President: Calls, prepares agenda for, and presides at all regular and special meetings; sees all recommendations and reports are submitted to the City; sees that projects are developed and coordinates all such activities undertaken by committees; develops knowledge of City departments, processes and policies and incorporates information into RNA practices; develops knowledge of City boards, committees and commissions and incorporates information into RNA practices; and develops knowledge of RNA's By-laws and/or State of Oregon Public Meetings and Records Laws or Robert's Rules of Order.

B) Vice-President: Assists President with all duties of his/her office; executes the duties and powers of the President, in the absence of the President, or in the President's inability or refusal to act. Maintains a list of RNA attendees and their category, member (see Membership Article II, Section 2) or guest."

C) Secretary: Keeps permanent minutes of all meeting, correspondence, and RNA archival records. Provides news releases, as required, to the media or city public relations people. Provides and coordinates meeting notices and other activity notices of the RNA. Maintains a current list of officers.

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

Article V Committees

Committees shall facilitate communications between the Board of Directors, members and the City. Committees will provide RNA with policy recommendations or reports for approval by the membership of the RNA. The Committees shall communicate approved RNA policies to the City and provide testimony at public hearings and meetings.

Section 1: Nominating Committee

The President will appoint the nominating committee, consisting of five (5) persons (one shall be a past officer or a member of the Board of Directors), in August and elections will be held in October. The committee shall canvass the membership for possible nominees and contact each person to assure his or her willingness to serve in the specified office if elected. Standing committees are continuously active in implementing the purpose and objectives of the RNA

Section 2: Standing Committees

A) Parks Committee shall liaison between the RNA and the City of all matters regarding Parks and other recreational assets and activities, including acquisitions, construction, maintenance and community events.

B) Planning Committee shall liaison between the RNA and the City on all matters regarding Planning and Building, including construction activity, subdivision, zoning and long term planning. The planning Committee shall coordinate implementation of action items contained in the currently adopted Robinwood Neighborhood Plan.

C) Streets Committee shall liaison between the RN and the City on all matters regarding Streets and other engineering infrastructure provided by the City, including sewers and lighting.

Section 3: Special Committees

A) Special Committees are formed by resolution at a regular RNA meeting, or may be formed by a vote of the Board, between regular meetings, pending ratification at the next RNA meeting.

B) These Committees may be formed to assist the RNA in the development and review and alternatives and solutions to issues and concerns raised by the membership.

C) They may be formed to respond to specific actions initiated by the City.