

**WILLAMETTE NEIGHBORHOOD ASSOCIATION
WEST LINN, OREGON
BY-LAWS**

REVISED and ADOPTED: May 11, 2011

**ARTICLE I
PURPOSE**

Section 1: Name of Organization

The name of the organization is the Willamette Neighborhood Association (WNA).

Section 2: Statement of Purposes

The purposes of the Willamette Neighborhood Association are:

- (1) To encourage and foster community involvement by the residents and businesses of the neighborhood to improve livability.
- (2) To provide public forums for education, discussion, debate and advocacy regarding issues of concern to the neighborhood and the City.
- (3) To serve as a voice for the Willamette Neighborhood before local governing bodies by presenting views and testimony on the unique needs of the neighborhood.
- (4) To provide consistent channels of communication and accurate and timely flow of information between the City, other governing agencies, and WNA citizens.
- (5) To organize social and cultural activities that promotes Willamette Neighborhood and City of West Linn (City) identity, cohesion and community building.
- (6) To represent the issues of all of the neighborhood areas within WNA boundaries.

**ARTICLE II
MEMBERSHIP & ELIGIBILITY**

Section 1: Membership & Eligibility

Membership in the WNA shall be open to all residents, property owners, business licensees and non-profit organizations located within WNA boundaries as seen on the City of West Linn Neighborhood Association map. Membership in the WNA does not limit the right of any person or group to participate directly in the decision making process of the City Council or other city commissions through normal channels open to all residents.

Section 2: Voting

All residents and property owners of voting age, and one voting-age representative from each business licensee and non-profit organization located within WNA boundaries shall have one vote each to be cast during attendance at any general or special meeting. Representatives of business licensees and non-profit organizations shall have the same privileges as residents and property owners.

Section 3: Quorum

Eight (8) members present at any meeting of members shall constitute a quorum at said meeting.

Section 4: Meetings

All meetings of the WNA shall be open to all members of the WNA. *Robert's Rules of Order* will serve as a reference when needed though not a requirement for conducting meetings. A copy of "Quick Robert's Rules" will be appended to the By-Laws for reference.

General Meetings of the WNA shall be held for purposes of discussion, debate, information sharing and internal regulation. General meetings shall be held monthly if possible, on the same day of the month and at the same time and place unless canceled or moved with adequate notice. General meetings shall be held not be less than quarterly.

- If **presentations by candidates for political** office are on a general meeting agenda, equal time will be provided to each candidate and time will be allowed for discussion, with time limits set by the presiding officer.
- If **presentation of issues** is to be on a general meeting agenda, time will be allowed for presentation of opposition views and discussion, with time limits set by the presiding officer.

Annual Meeting One meeting each year will be devoted to introduction of candidates for election of officers, establishment of working committees, and discussion of goals and the budget for the coming year.

Committee Meetings shall be held for the purposes of discussion and debate of Committee-related issues. Committee meetings shall be held when called by the chairperson of the committee or any three (3) members thereof.

Board Meetings shall be held for the purposes of planning WNA meetings and setting agendas, and exchanging information with the chairpersons of the Committees, who shall attend Board meetings. Board meetings may be called by the President of the WNA or any two (2) members of the board.

Section 5: By-Laws Amendments

These By-Laws may be amended by majority of a general WNA meeting provided that the amendment is in writing and has been discussed and reviewed by the By-Laws Committee. This review shall occur at least once every two years.

ARTICLE III FUNDING

Section 1: Dues

No dues or membership fees will be charged. However, voluntary contributions may be accepted, and activities to raise funds for WNA use may be held, as appropriate.

ARTICLE IV OFFICERS

Section 1: Board of Directors (Board)

The Board of Directors includes the President, Vice-President, Secretary, Treasurer, and the Chairpersons of committees. Board positions will be held for two (2) years. Interim Board vacancies will be filled for the remainder of the vacated term by election by the majority of the next WNA meeting. The Board shall adopt all policies, recommendations, and reports of the WNA by majority vote. No officer shall present a position of the WNA without a discussion and vote by the members. Officers of the WNA may voice their personal opinion as a West Linn resident about political candidates and issues; **however, they should take care to make it clear that they are not representing the WNA.**

Section 2: Officers

All officers are expected to be familiar with the WNA By-Laws and Roberts Rules of Order. A copy of the By-Laws and Roberts Rules of order will be available at each meeting.

- (1) President:** Calls, prepares agenda for, and presides at all general and board meetings, sees that all committee recommendations and reports are submitted to the City, submits agendas to the City in a timely manner.
- (2) Vice-President:** Assists the President with all duties of the office, presides at meetings in the President's absence, receives reports from all Committees and helps ensure that members have access to meeting notices and other activity notices of the association.
- (3) Secretary:** Keeps permanent minutes of all meetings, correspondence, and the WNA's records, maintains a current list of all officers and committee chairpersons, submits draft minutes (subject to approval at the next general meeting), and final (approved) minutes of the meetings and a list of meeting attendees to the City, ideally within fifteen (15) days of each meeting.
- (4) Treasurer:** Keeps financial records of the WNA and is Chair of the Budget Committee.

ARTICLE V COMMITTEES

Section 1: Standing Committees

Standing Committees shall facilitate communications between the Board of Directors and WNA members. Standing Committees will provide the WNA with policy recommendations or reports for approval by the membership of the WNA. Standing Committees will be formed annually and will meet as needed.

- (1) By-Laws Committee:** Reviews By-Laws at least once every two years. Reviews and makes recommendations concerning By-Laws amendment proposals as needed.
- (2) Budget Committee:** The Committee will propose WNA budgets and make budget

recommendations. The Treasurer shall chair this committee.

(3) Communications Committee: The Committee shall prepare publications intended to keep members informed (via mail, email, website, Facebook, or by other appropriate means). The Committee will prepare at least one informational mailing each year to all eligible association members. This mailing should go out two to four weeks before the annual general meeting dedicated to election of officers and establishment of WNA new goals and committees.

(4) Safety Committee: The committee shall make recommendations to increase the safety of homes and businesses of the Willamette neighborhood. The Committee shall promote fire and police safety, neighborhood watch and disaster preparedness.

(5) Parks and Recreation Committee: The Committee shall promote and make recommendations on the location, development, and use of city, state or federal parks and recreation facilities within the Willamette Neighborhood Association area.

(6) Streets and Transportation Committee: The Committee shall make recommendations on traffic flows, street maintenance, storm and sewer-related issues, sidewalks and bicycle paths. This committee may be combined with the Safety Committee.

(7) Planning, Zoning and Land Development Committee: The Committee shall gather information and make recommendations on the uses of lands for housing, businesses, streets and other facilities requiring construction or altering of the existing landscape. Committee shall review Land Conservation and Development Commission (LCDC) and other statewide planning goals and guidelines, the City Comprehensive Plan, and zoning ordinances.

Section 2: Special Committees

A special committee may be established at any time on an “ad hoc” basis by the board for the purpose of focusing on a unique or immediate issue of concern to the neighborhood. The goal of these committees is to provide recommendations regarding the specific issue or concern they have been asked to address. The formation of a special committee shall be announced to the membership via email and or posted on the City NA page or website prior to selection of committee volunteers. Any WNA member can serve on a special committee. The committee will be dissolved when their duties have been accomplished. The recommendations brought forth by a special committee will be presented to the board/and or membership whenever possible prior to being taken to the City or the public.

APPROVED by vote of the WNA membership:

DATE	May 11, 2011
PRESIDENT	Elizabeth Kieres
VICE-PRESIDENT	Julia Simpson
SECRETARY	Elizabeth Hall
TREASURER	Elizabeth Rocchia