

BHT NA Bylaws
Barrington Heights, Hidden Creek Estates, Tanner Woods Subdivisions
West Linn, Oregon
For Approval On: October 22, 2020

Article I: Name of Organization

The name of our organization shall be BHT NA, which represents the following three (3) subdivisions (in alphabetical order) within our boundaries: Barrington Heights, Hidden Creek Estates and Tanner Woods (BHT) Neighborhood Association (NA).

Article II: Statement of Purposes

BHT NA's purpose is to maintain and improve the quality of life for the members in its neighborhoods. The members of BHT NA 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 collective action rather than by individual action. BHT NA seeks to serve the neighborhood with members of diverse needs, interests, and backgrounds, and believes in and will strive to respect that diversity.

Article III: Membership, Meetings, and Voting

Section 1: Boundaries.

BHT NA's boundaries are established as per attached map.

Section 2: Membership.

Membership in BHT NA is open to any resident, business owner or owner's representative, nonprofit organization's representative or property owner who resides, owns property or maintains a business within the recognized boundaries of BHT NA. Membership is not limited by race, creed, color, sex, age, heritage, national origin, or income. BHT NA does not limit the right of any person or group to participate directly in the decision-making process of the West Linn City Council or West Linn City departments through normal channels open to any resident. Any eligible person may become a member by signing the meeting attendance register at a general or special meeting. Once a person is registered as a member, they remain a member until eligibility requirements are no longer satisfied or a resignation in writing is submitted to the secretary.

Section 3: Voting.

- a) Eligible members shall have one vote each to be cast during attendance at any general or special meeting.
- b) Voting must be done in person at the meetings and no voting by proxy is allowed. Voting shall be in the manner determined by the presiding officer. The secretary records the votes in the minutes.

Section 4: Quorum and Resolutions.

A quorum consists of at least 5 members. A resolution is adopted by a simple majority of those voting.

Section 5: Meetings.

- a) Meetings shall be general or special.
- b) General/Annual meetings shall be open to all members and will be held not less than once each calendar year.
- c) Special meetings may be held not more than twice a month and are open to all members. Any member may request a special meeting be called by submitting a written request to the BHT NA Board of Directors that indicates the topic(s) to be discussed, what their concern is, and why a called meeting is necessary. 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 BHT NA.
- d) Any meeting, whether general or special, shall be at a place and time set by and called to order by the president or another officer acting on their behalf.
- e) There shall be at least one week's notice provided to the membership of a general or special meeting, although shorter notice may be provided in case of an emergency.
- f) When BHT NA meets to act in an advisory capacity:
 - 1. Meetings shall be conducted in conformance with the public meetings law.
 - 2. Written minutes shall be taken as required by the open meetings law and required to show minority opinions and a list of all those voting.
 - 3. Copies of approved minutes and an attendance register shall be provided to the City of West Linn for public review.
- g) BHT NA is authorized to appeal a land use decision to the Planning Commission and/or West Linn City Council with approval of a resolution to appeal.

Article IV: Bylaws

Section 1: Adoption of Bylaws.

These bylaws shall be adopted at a BHT NA meeting. The bylaws will become effective upon approval by a majority of those voting.

Section 2: Bylaw Amendments.

These bylaws may be amended by a majority vote at a general or special meeting provided the amendment is in writing and has been discussed at the meeting.

Section 3: Communications with the City of West Linn.

BHT NA shall provide the City with:

- a) Any updates or amendments to the bylaws;
- b) A current map of the BHT NA boundary, on an annual basis;
- c) A current list of BHT NA's officers and their addresses, on an annual basis; and
- d) Any other information that may be required by City ordinance or code to obtain or retain recognition from the City as a neighborhood association.

Article V: Officers

Section 1: Board of Directors.

The Board of Directors consists of the President, Vice President, Secretary and Treasurer. The term of office for these leaders is two (2) years. Board vacancies will be filled by a majority vote of the membership; this member shall serve for the remaining unexpired portion of the two-year term. Board members may meet at their discretion to plan meetings and make committee appointments.

Section 2: Officer Duties and Responsibilities.

- a) President: Calls, prepares agenda for and presides at all meetings; confirms that recommendations and reports are submitted to the City of West Linn and other neighborhood associations; ensures other officers act consistently with the authority delegated by the membership; and attends Neighborhood Association Presidents' meetings.
- b) Vice President: Assists the President with all duties of the office; presides at meetings in the President's absence; exercises the duty of President when so delegated by the President or when the President is unable or unavailable to exercise those duties.
- c) Secretary: Keeps documented minutes of all meetings and BHT NA records; maintains a current list of officers and committee chairpersons, when applicable; and exercises the duties of the President and Vice President when so delegated by the President or when the President and Vice President are unable or unavailable to exercise those duties.
- d) Treasurer: Keeps financial records of BHT NA; prepares and files any financial reports required by government authorities; exercises the duties of the President, when so delegated by the President, or when the President, Vice President and Secretary are unable or unavailable to exercise those duties.

Section 3: Election of Officers.

- a) At the Annual Meeting, the President and Secretary will be elected in odd years for a 2 year term, and the Vice President and Treasurer will be elected in even years for a 2 year term to ensure continuity of governance. Vacancies will also be filled by election during the Annual Meeting.
- b) Officers must be members eligible to vote and must be elected by a majority of those voting.
- c) If no nominee receives a majority of the vote in a contested election, there shall be a runoff election between the two nominees receiving the most votes.

Article VI: Committees

- a) The Board may appoint committees, and chairpersons, as deemed necessary.
- b) Committees will provide BHT NA with recommendations or reports for approval by the membership of BHT NA.
- c) Among the committees that may be organized are: Finance, Land Development, Liaison with the City of West Linn, Membership, Nominations, Parks and Recreation, Publications, Public Works, and Safety.

Approved by:

Robert Jester, BHT NA President	10/22/2020
Grace Cargni, BHT NA Vice President	10/22/2020
Pia Snyder, BHT NA Treasurer	10/22/2020
Pam Yokubaitis, BHT NA Secretary	10/22/2020

BHT NA Map

