

Bolton Neighborhood Association

West Linn, Oregon

By-Laws

Article One

Name and Purpose

Section 1: Name of Organization

The name of the organization shall be The Bolton Neighborhood Association.

Section 2: Statement of Purpose

The purposes of the Bolton Neighborhood Association shall be:

To maintain and improve the quality of life of residents of the Bolton Neighborhood.

To encourage and foster effective communication between the residents of the Bolton Neighborhood and local governing bodies.

To serve as a resource for information for Bolton Neighborhood on issues of concern to the community.

Article Two

Membership and Procedures

Section 1: Eligibility for Membership

Membership in the Association shall be open to all residents, property owners, governmental agencies, business owners and non-profit organizations and associations located within the following described boundaries:

Northern: Mary S. Young Park

Eastern: Willamette River

Southern: Willamette River

Western: Highway 43 at Mark Lane (both side, one lot deep on Western border) south to Barlow, then southeastern along the ridge to Willamette River. (see attached map)

Section 2: Voting

All eligible members located within the Bolton Neighborhood Association boundaries, of voting age, are entitled to one vote each to be cast during attendance at any general or special meeting.

Section 3: Quorum

Seven members present at any meeting of members constitutes a quorum at said meeting.

Section 4: Meetings

All meetings of the association shall be open to the general public. All meetings shall be held at regular times and regular intervals, no less than quarterly.

Special Meetings

May be called by the president of the association or by written request of three or more members of the association.

No special meeting shall be held unless there is adequate time to announce the meeting.

Section 5: 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. Exceptions may be made for urgent situations a deemed necessary by the chairperson.

Section 6:

Notice of upcoming by-law amendments will be published agenda items for two consecutive meetings. Amendments will be presented in writing and be discussed by the membership at the first meeting. The vote will be taken at the following general meeting.

Article Three

Funding

No dues or membership fees shall be charged; however voluntary contributions will be accepted. Fundraising activities may be held if appropriate.

Article Four

Nominations and Elections

Biennial nominations will be made at the October general meeting. Election of officers shall be held at the following November general meeting.

At the October Bolton NA General Meeting:

1. The Bolton NA president, or in their absence, the vice president, shall preside and initiate a discussion on the nomination of officers.
2. The president shall ask attendees to nominate members to serve in each of the five official positions: president, vice president, treasurer, secretary, and member at large.
 - A member of the Bolton NA or an actively serving officer must express an interest and willingness to serve in one of the official capacities.
 - A member of the Bolton NA or an actively serving officer must refrain from nominating themselves for office.
3. Declared nominees are identified verbally or by other means, as well as incorporated into meeting minutes, so they are known to all members and attendees. Time is then allotted to allow for a discussion of the candidates and for the nominees to express their reasons and willingness to serve.
4. Upon the selection of nominees to the five offices, the president invites a motion to conclude the nomination process. Once the motion is seconded and approved, the nomination session is formally concluded, and no further nominations will be permitted.

At the November Bolton NA General Meeting:

1. Provided a quorum of eligible voting members, either in person or virtually, is present at the moment established by the meeting agenda, the president of the Bolton NA, or in their absence, the vice president, shall preside and initiate the session for attendees to elect a member previously nominated to an official capacity.
 - Nominees are verbally announced individually and in accordance with the attainable office.
 - In-person attendees shall cast a vote by raising a hand or by other means.
 - Members attending the meeting virtually shall be called upon by the secretary to cast a vote verbally or by utilizing a raised hand or thumbs-up emoticon
 - A majority of votes cast determines the preferred selection of a Bolton NA member to an official capacity.
2. **Contested Election**
 - In the event of a contested election, the presiding officer of the Bolton NA shall declare the necessity to conduct a second vote by paper and/or virtual ballot.
 - In-person attendees shall be given a prepared paper ballot.

- In-person attendees must write the name of a nominee and attainable office, as well as provide the attendee's name and address on the ballot.
 - Members attending the meeting virtually shall make arrangements to communicate directly with the secretary through 'Chat' or other means.
 - Communication between virtual attendees and the secretary shall not be shared with the membership during the vote to avoid potential interference.
 - On behalf of members attending virtually, the secretary is authorized and shall fill out a prepared paper ballot to be counted and must include the name of a nominee, attainable office, name and address of the member attending virtually, and explicitly note that the vote was cast virtually.
 - All ballots must be submitted to or collected by the secretary for formal calculation. Time must then be allotted to permit the secretary to count and record the results without interference.
 - A majority of votes cast during the contested election process determines the preferred selection of a Bolton NA member to an official capacity.
3. Upon the declared conclusion of the election process, the newly elected president (or re-elected president) of the Bolton NA shall preside over the remainder of the November meeting. This action constitutes the official transfer, or continuation, of authority.
 4. The November Bolton NA Meeting Minutes pertaining to officer elections shall contain the following statement: "We authorize [*fill in the names and positions of all officers to have access to the Bolton NA Grant Funds*] to be added to the Bolton NA bank account."

Officers - Duties & Contributions

President: to preside at all general meetings and to generally oversee and coordinate the functions of the association.

Vice President: to assist the president with the duties of their office and preside in the absence of the president.

Treasurer: to keep copies of BNA financial records, report monthly on BNA finances, and participate with the president and vice president in preparing required financial reports. If this position is vacant, these responsibilities become those of the vice president.

Secretary: to keep the permanent records of the association, including minutes of the meetings, correspondence, and the current list of officers.

Member At Large: to fill specific duties and responsibilities of the BNA as agreed by the board. Members at Large have the same rights and responsibilities as other board members.

A vacancy in any office may be filled by the voting membership for the unexpired portion of the term.

1. Upon the confirmed and complete departure of an officer from the board before the expiration of a term:
 - The vacancy shall be recognized at a general meeting, and the necessity to nominate a member to serve until the term expires must be announced
 - The process of nominating and electing members to fill a vacant office resembles the procedures described in 'Article Four - Nominations and Elections,' with the exception that such action may take place throughout the year.

Article Five

Standing and Special Committees

Section 1: Standing Committees

Standing committees shall be permanent and shall report activities at each general meeting.

- Communication committee: publicize the association's agenda and activities in all ways deemed effective.
- Hospitality committee: set up meeting room and refreshments and organize any other social functions desired.
- Beautification committee: organize and carry out any and all projects desired in order to enhance and maintain our neighborhood.

Section 2: Special Committees

Will be appointed as the need arises.

Section 3: Removal of Officers

An officer or chairperson shall be removed by a 2/3rds majority vote of the voting membership present at a general meeting or special meeting called for that purpose, whenever in its judgment the best interest of the organization will be served.

