

Board Duties: Neighborhood Associations & Community Advisory Groups

Expectations for board members to ensure effective public participation.

Neighborhood Association Boards:

- Hold at least one general meeting per year (most meet monthly), and publicize it widely.
- Ensure meetings are open to all, ADA accessible, and allow remote participation as required by Oregon law.
- Maintain bylaws with clear officer elections, quorum, and voting procedures.
- Submit agendas and minutes to the City for public posting.
- Notify members about land use applications and neighborhood impacts.
- Use City-provided tools such as email accounts, training, and grants to support communication and outreach.

Community Advisory Group Boards:

- Develop annual goals and work plans aligned with Council priorities.
- Hold regular meetings that are open to the public and accessible.
- Provide advice and recommendations on issue-specific areas such as sustainability, transportation, arts, and economic development.
- Report to Council on progress and key recommendations throughout the year.
- Recruit and welcome diverse members to represent the community fairly.

■ Serving on an NA or CAG board means upholding responsibilities to inform, include, and engage your neighbors and fellow residents. These roles are key to maintaining transparency and trust in West Linn's decision-making process. Encourage residents to stay connected via the City newsletter QR signup.