

PARKER Crest Neighborhood Association

By-Laws

West Linn, Oregon

Article 1: Name of Organization

The name of the organization shall be The Parker Crest Neighborhood Association (PCNA).

Article II: Statement of Purpose

The Purpose of the Parker Crest Neighborhood Association shall be:

- To maintain and improve the quality of life of the Parker Crest Neighborhood.
- To encourage and foster effective communication between the residents of the Parker Crest Neighborhood and local government.
- To serve as a resource for information for the Parker Crest Neighborhood on issues of concern in the community.
- The Association is established as a Neighborhood Association, as defined under Chapter 2.100 of the West Linn Municipal Code.

Article III: Membership, Meetings and Voting

Section 1: Boundaries

The boundaries of the PCNA were established historically and are currently defined by the 2010 West Linn GIS Parker Crest Neighborhood Association Map. See Attachment 2.

Section 2: Membership

Membership in the association shall be open to all residents, property owners, government agencies, business owners and non-profit organizations and associations located within the boundaries of the Parker Crest neighborhood.

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. The secretary records the votes in the minutes by recording each members vote by name and the result of the vote.

After the minutes are approved the results will be given to the city official within 30 days of meeting (not business days).

Section 4: Quorum

- a) Seven members present at any meeting of members constitute a quorum.
- b) Eleven members present at any meeting requiring action on a land use appeal constitute a quorum.

Section 5: Meetings

Association meetings must be conducted in conformance with the Oregon Public Meetings Law. Meeting minutes are required to show minority opinions. A sign-in list of all those attending will be kept with approved minutes. Approved minutes shall be forwarded to the City and the minutes shall be posted on the PCNA website for public review.

- a) Meetings shall be guided by Robert's Rules of Order.
- b) All meetings of the association shall be open to the general public.
- c) All meetings should be held at regular times and one week notice should be given to the membership at large (postcard, emails, sandwich boards should be placed in public spaces, any posted signs)
- d) A general meeting shall be held annually.
- e) Executive Board meetings should be attended by all officers.

f) Special Meetings:

Special Meetings may be called by any board member or by a quorum of the members eligible for voting. In order for the members to call a meeting, a quorum of the members eligible for voting must each sign a petition requesting a special meeting and submit that petition to a board member. The special meeting shall be called to order no more than two weeks from the date that the petition is submitted to a board member.

Article IV: By-Laws

Section 1: Adoption of Bylaws.

These bylaws shall be adopted at a PCNA 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.

PCNA shall provide the City with:

a) Any updates or amendments to the bylaws, current list of officers and addresses, minutes of approved election of officers within 30 days of change occurring (not business days).

The city will shall provide PCNA with a map showing the boundaries of the PCNA.

Article V: Officers

Bi-annually nominations and election of Officers will be made at the general meeting.

Section 1: Board of Directors.

a) The Board of Directors is the President, Vice-President, Secretary, and Treasurer.

b) Board of Directors meetings should be attended by all officers.

Section 2: Elected Offices.

President: to preside at all general meetings and to generally oversee and coordinate the functions of the association. Agenda for meetings shall be set after consultation with the Board of Directors.

Vice-President: to assist the president with the duties of his/her office and preside in the absence of the president.

Treasurer: to keep copies of the PCNA financial records, report on PCNA finances at all meetings held by the association.

Secretary: to keep the permanent records of the association including the minutes of the meeting, correspondence and current list of officers. Secretary will submit approved minutes to the appropriate city employee representing the city's neighborhood associations within 30 days of meeting (not business days).

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

Section 3: Removal of Officers

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

Article VI: Committees

Committees may be established by the membership to investigate specific concerns and issues. Committees may make recommendations and plan events that benefit the good of the neighborhood.

Article VII: Planning Liaison and Land Use Appeals

(a) The President, in consultation with the Board of Directors may unanimously appoint a Planning Liaison to coordinate communications between PCNA members and development applicants. The President will inform the Planning Director that the Planning Liaison is the designee described in WLCC Chapter 99.038.

(b) If members find any land use decision adverse to the quality of life of the Parker Crest Neighborhood, members may bring a motion to appeal that decision before the membership at any meeting, provided the PCNA gave notice of the meeting and placed the matter on the agenda as provided in these bylaws.

Quorum for decisions on land use appeals is 11 members. If the motion carries, during the meeting the President or presiding officer will lead the member attendees in creating comments, to be adopted unanimously by the members present at the meeting. The President will designate a member who must establish standing to appeal according to WLCC Chapter 99.140, and follow procedures set out in WLCC Chapter 2.100 6(a), and WLCC Chapter 99.240 through 99.300. The designated member is responsible for representing PCNA during the appeals process, and for reporting back to the Executive Committee and membership. The designated member is authorized to speak for SRNA members only on positions established by vote, as provided in these bylaws.

Adopted:

Attest: _____

Print Name:

Date: