

# ROBINWOOD NEIGHBORHOOD ASSOCIATION

West Linn, Oregon

## Bylaws Adopted April 8, 2014

### Article I

#### Name and Statement of Purpose

##### Section 1: Name of Organization

The name of this organization shall be The Robinwood Neighborhood Association (Association or RNA)

##### Section 2: Statement of Purpose

The purpose of the Robinwood Neighborhood Association rests upon the belief that people can and should govern themselves democratically and justly and that people are collectively responsible to make choices which directly affect their lives together. The small scale of the neighborhood affords all participants the opportunity to deliberate, decide and act together for their common good at neighborhood meetings.

The Association shares the neighborhood with individuals, families, and businesses with diverse needs, interests, backgrounds and beliefs. When neighbors respect this diversity in their collective decisions, their self-government can be just.

The Association is established as a Neighborhood Association as defined under Chapter 2.100 of the West Linn Municipal Code. See Attachment 1.

The Association will share information and will advocate for the collective interests of the Robinwood Neighborhood in the governance of the City of West Linn and the region.

### Article II

#### Boundaries, Membership, Voting and Quorum

##### Section 1: Boundaries

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

##### Section 2: Membership

Participation in all RNA meetings is open to anyone.

Membership in the RNA for voting purposes shall be open to any voting age resident, business owner or owner's representative, nonprofit organization's representative or property

owner who resides, maintains a business or nonprofit or owns property within the boundaries as described in Section 1.

Membership in the RNA does not limit the right of any person or group to participate directly in the decision making process of the City Council or City agencies through normal channels open to any resident.

### Section 3: Voting

All members, as defined in Section 2, are entitled to one vote per person to be cast during attendance at any RNA meeting.

The manner of voting, by ayes and nays, show of hands, or written ballot, shall be determined by the presiding RNA officer.

### Section 4: Quorum

A minimum of 10 RNA members present at any general or special meeting constitutes a quorum at said meeting.

## Article III

### Meetings

#### Section 1: 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 taken and archived for inspection. Approved minutes shall be forwarded to the City and minutes shall be posted on the RNA website for public review.

Meetings shall be guided by Robert's Rules of Order.

A) Meetings shall be held on the second Tuesday of every month as noticed on the RNA and City websites.

B) Unless otherwise publicized meetings will begin at 7:00 pm. Meetings are used for discussion, debate, information, planning, forming resolutions, approval of committee reports, voting and internal regulation.

C) Voting shall be limited to old business agenda items unless a new business item is considered "time is of the essence" and a resolution so stating is adopted.

D) The Board shall have the authority to determine the months and day the NA will hold meetings. The Board may defer this authority to a vote of the membership. A quorum of the members voting in the affirmative constitutes approval for this action.

## Section 2: Special Meetings

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 the RNA prior to the regular meeting or these types of meetings are used when issues requiring immediate attention or resolution need to be acted upon outside of regularly scheduled general membership meetings.

A) A Special meeting may be called upon by a written request to the Board by any member of the RNA.

B) The President or 2 or more of the Board of Directors may request a special meeting.

C) There shall be at least one-week notice provided to the membership of the RNA for a Special meeting although shorter notice may be allowed in the case of an emergency as determined by the Board of the RNA.

D) The Special meeting will be held at the designated regular meeting location or at a location determined by the RNA Board if the regular meeting location is not available.

## Section 3: Bylaw Amendments

RNA By-Laws may be amended by a majority vote at quorum of a regular or special meeting provided the amendment is in writing and has been discussed and reviewed by a special Bylaws Committee.

## Article IV

### Officers

#### Section 1: Board of Directors (Board)

The Board of Directors is the President, Vice-President, Secretary/Treasurer and two (2) Members-At-Large unless the Secretary/Treasurer offices are held by separate people, then one (1) Member-At-Large. Board positions will be elected for a one (1) year term.

The Nominating Committee will report all eligible Board candidates to the RNA at the regular September meeting and elections shall be held in October.

A person may only hold a Board position for two (2) consecutive terms, and then must wait one (1) year prior to nomination for another term.

Interim board vacancies may be filled by appointment of the majority of the Board subject to approval of the members at the next regularly scheduled RNA meeting.

Between regular and special meetings, the Board or its appointed representatives shall represent and have the authority to speak for the RNA on matters of urgency. The details of these decisions shall be reported at the next regularly scheduled RNA meeting.

## Section 2: Officers and Duties

### (A) President:

Calls, prepares agenda for and presides at all regular and special meetings; sees that projects are developed and coordinates activities undertaken by committees; develops knowledge of City departments and City Boards and Commissions; develops knowledge of RNA's Bylaws, of State of Oregon Public Meetings and Records Laws and of Robert's Rules of Order.

### (B) Vice-President:

Assists President with all duties of that office as delegated by the President; executes the duties of the President in the absence or inability of the President and maintains a list of RNA meeting attendees.

### (C) Secretary:

Keeps permanent minutes of all RNA meetings, correspondence, and archival records; sees that all motions, recommendations and reports are submitted to the City; provides news releases to the media or City public relations staff; coordinates notices of meetings and other activities of the RNA and maintains a current list of officers and forwards to the City.

### (D) Treasurer:

Oversees RNA's City grant funds deposited in the joint account; reports expenditures and bank balance at regular meetings; ensures that expenditures conform to resolutions of the RNA; coordinates expenditures via bank issued P-cards; secures bank checks for payments not possible via P-card; develops a proposed annual budget based on RNA priorities, presents to membership for adoption and forwards proposed budget to City; ensures that financial procedures adhere to all City standards and presides at meetings if delegated to by the President or when the President and Vice-President are unavailable.

## Article V

### Committees

Committees shall facilitate communications between the Board of Directors, members and the City. Committees will provide RNA with policy recommendations or reports for approval by the membership of the RNA. The Committees shall communicate approved RNA policies to the City and provide testimony at public hearings and meetings.

### Section 1: Nominating Committee

The President will appoint the nominating committee, consisting of five (5) persons, including at least one past officer or a member of the Board of Directors, in August. The committee shall canvass the membership for possible nominees and contact each person to assure their

willingness to serve in the specified office if elected. The committee shall report a list of candidates in September and Board elections will be held in October.

## Section 2: Standing Committees

Standing committees are continuously active in implementing the purpose and objectives of the RNA. Standing Committees shall report to the RNA at each monthly meeting.

A) Parks Committee shall liaison between the RNA and the City of all matters regarding Parks, Open Spaces and other public recreational assets and activities, including acquisitions, construction, maintenance and community events.

B) Community Development Committee shall liaison between the RNA and the City on all matters regarding Planning and Building, including construction activity, subdivision, zoning and long term planning. Community Development Committee shall coordinate implementation of action items contained in the adopted Robinwood Neighborhood Plan.

C) Public Works Committee shall liaison between the RNA and the City on all matters regarding streets and other engineering infrastructure provided by the City, including sewers and lighting.

## Section 3: Special Committees

A) Special Committees are formed by resolution at a regular RNA meeting, or may be formed by a vote of the Board, between regular meetings, pending ratification at the next RNA meeting.

B) Special Committees may be formed to assist the RNA in the development and review of alternatives and solutions to issues and concerns raised by the membership.

# Attachment 1 to Robinwood Neighborhood Association Bylaws adopted April 8, 2014

## 2.100 NEIGHBORHOOD ASSOCIATIONS

- (1) Purpose. The purpose of these sections is to establish a means for formally recognizing neighborhood associations and to provide for neighborhood associations communication with the City. This is an additional form of communication, and is not intended to inhibit other citizens or groups from communicating with the City.
- (2) Neighborhood Association. A "neighborhood association" means any group of people organized within a geographical area for the purpose of acting on issues affecting neighborhood and community livability. A recognized neighborhood association is one that satisfies the standards of subsection (4) of this section.
- (3) Neighborhood District. A neighborhood district incorporates a group of neighborhood associations within established boundaries. Neighborhood districts may be formed by the City to enhance communication between neighborhood associations and the City, but shall not preclude a neighborhood association from meeting its responsibilities under subsection (4) of this section. Neighborhood district boundaries shall be logical, contiguous and follow identifiable physical features such as streets, property ownership boundaries, topographic features, boundaries of political jurisdiction, or City rights-of-way, and shall be mutually agreeable to the affected associations.
- (4) Standards. In order to be recognized by the City, neighborhood associations must satisfy the standards listed herein. The City Council is authorized to determine when an association has met these standards:
  - (a) Membership. The membership of a neighborhood association shall not be limited by race, creed, color, sex, age, heritage, national origin or income. 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 boundary of a neighborhood association shall be entitled to membership and to vote.
  - (b) Boundaries. The boundaries of a neighborhood association shall be drawn by the association membership. These boundaries must be mutually exclusive of other formally recognized associations and must remain within or coincide with the boundaries of a single neighborhood district, if one exists. The City Council is authorized to make adjustments to boundaries if necessary to avoid creation of an area that is excluded from neighborhood association representation.
  - (c) Bylaws. In order to be considered for recognition by the City, a neighborhood association must first adopt written bylaws that provide for the following:
    - (i) That the officers be elected on a regular schedule, at least bi-annually;
    - (ii) That meetings be conducted in conformance with public meetings law when the association meets to act in an advisory capacity to the City. Advisory capacity exists when the City requests or the association on its own accord seeks to act in an advisory capacity to the City; that written minutes as required by open meetings law also be required to show minority opinions and a list of all those voting, and that copies of approved minutes and sign-in lists be available to the City for public review;
    - (iii) That a current map of the association boundaries and a current list of the association officers and their addresses be provided to the City annually;
    - (iv) That a minimum of one general neighborhood association meeting be held each calendar year, and the time, place and purpose be well publicized throughout the neighborhood prior to the meeting;
    - (v) That the association provide for representatives to its neighborhood district if one exists;
    - (vi) That the City be informed of any updates or amendments to the neighborhood association's bylaws; and
    - (vii) That procedures are developed describing the number of members required for a quorum, how votes are taken and recorded, and the action necessary to file an appeal.
  - (d) Responsibility of City. The City shall provide recognized neighborhood associations with the following:
    - (a) Timely notification of meetings of the Council, and the Planning Commission, and upon request, any Council advisory board or commission whose decisions may affect the neighborhood;
    - (b) General information regarding City services and activities.
- (6) Appeals.
  - (a) Formally recognized neighborhood associations may appeal land use decisions made by the Planning Director or Planning Commission to the appropriate bodies without cost if the Planning Director finds:
    - (i) Community Development Code Appeal Procedures, Sections 99.140 and 99.240 through 99.300, are followed;
    - (ii) The association submits a copy of the membership minutes and vote taken supporting the appeal;
    - (iii) The neighborhood association appeal is related to the property within the association's recognized boundaries.
  - (b) In addition, an association may appeal without cost on behalf of an individual or group with standing who is not represented by a recognized association if subsections (6)(a)(i) and (ii) of this section are met and the neighborhood association finds the issue(s) are of City-wide concern related to the West Linn Comprehensive Plan or the West Linn Community Development Code.

[Amended by Ordinance No. 1371, adopted 03-27-95; amended by Ordinance No. 1375 adopted 08-10-95; amended by Ordinance No. 1398 adopted 08-26-96; amended by Ordinance No. 1427 adopted 12-14-98; amended by Ordinance No. 1465 adopted 01-17-01; amended by Ordinance No. 1467 adopted 02-14-01; amended by Ordinance No. 1490, adopted 12-04-02; amended by Ordinance No. 1491, adopted 12-18-02; amended by Ordinance No. 1495, adopted 06-04-03; amended by Ordinance No. 1497, adopted 08-20-03; amended by Ordinance No. 1504, adopted 05-05-04; amended by Ordinance No. 1524, adopted 09-12-05; amended by Ordinance No. 1531, adopted 01-23-06; amended by Ordinance No. 1533, adopted 02-27-06; amended by Ordinance No. 1537, adopted 04-24-06.]

