

# **Rosemont Summit Neighborhood Association By-Laws West Linn, Oregon**

## **Article 1: Name of Organization**

The name of the organization shall be the Rosemont Summit Neighborhood Association (RSNA).

## **Article II: Statement of Purposes**

RSNA's purpose is to maintain and improve the quality of life of residents of our neighborhood. The members of RSNA 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. The RSNA seeks to serve the neighborhood with individuals and families 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.

RSNA's boundaries are established as per attached map.

### Section 2: Membership

Membership in RSNA is open to any person residing within the RSNA boundaries of voting age and any owner of property within the RSNA boundaries.

RSNA 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) Residents and property owners who are members are otherwise eligible to vote under these by-laws 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 votes in the minutes.

#### Section 4: Quorum 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 meetings shall be open to members and will be held not less than once a year.

c) Special meetings may be called, but not more than twice a month and are open to all members. Any member may request that a special meeting be called. 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 RSNA.

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 any emergency.

f) When the RSNA meets to act in an advisory capacity:

1. Meetings shall be conducted in conformance with the public meeting laws.
2. Written minutes shall be taken as required by the open meetings law.
3. Copies of approved minutes and an attendance register shall be provided to the City of West Linn for public review.

g) RSNA 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: By-Laws**

#### Section 1: Adoption of By-Laws

These by-laws shall be adopted at an RSNA meeting. The by-laws will become effective upon approval by a majority of those voting.

#### Section 2: By-Laws Amendments.

These by-laws 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, RSNA shall provide the City with:

- a) Any updates or amendments to the by-laws.
- b) A current map of the RSNA boundaries.
- c) A current list of RSNA's officers and their addresses.
- 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. Board positions will be held for two-year terms. Board vacancies will be filled by a major vote of the membership and will serve for the unexpired portion of the term. Board members may meet at their discretion and, as allowed by law, to plan meetings and make committee appointments.

### Section 2: Officer's Duties and Responsibilities

#### a) President.

1. Calls, prepares agenda for, and presides at all meetings.
2. Sees that recommendations and reports are submitted to the City of West Linn and other neighborhood associations.
3. Sees that other officers act consistent with the authority delegated by the membership.
4. Attends Neighborhood Presidents' Meetings

#### b) Vice President

1. Assists the President with all duties of their office.
2. Presides at meetings in the President's absence.
3. 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

1. Keeps record of minutes of all meeting and RSNA records,
2. Maintains a current list of officers and exercise the duties of the President when so delegated by the President or when the President and Vice President are unable or unavailable to exercise those duties.

d) Treasurer

1. Keeps financial records of RSNA.
2. Prepares and files any financial reports required by government authorities.
3. 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) Elections will be held in June.
- b) Any member can nominate any other member, including themselves for an elected office.
- c) Officers must be members eligible to vote and must be elected by a majority of those voting.
- d) If no nominee receives a majority of the votes 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 as deemed necessary.
- b) Committees will provide RSNA with recommendations or reports for approval by the membership of the RSNA.
- c) Among the committees that can be organized are
  1. Membership,
  2. Nominations
  3. Finance
  4. Liaison with the City of West Linn,
  5. Publications
  6. Safety
  7. Parks and Recreation
  8. Public Works
  9. Land Development.

Adopted: July 11, 2019

Attest:

  
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President, RSNA

Attachment I – Map of Rosemont Summit Neighborhood Association Boundaries.

