

Caufield Association of Neighbors

Bylaws

Adopted January 27, 2000

Revised March 28, 2003

Article 1: Name and Purpose

Section 1: The name of this group will be the Caufield Association of Neighbors

Section 2: the purpose of the Caufield Association of Neighbors will be: exclusively social and civic.

1. To promote, coordinate and implement all aspects of community planning through Caufield Association of Neighbors participation and advice to the Planning Commission, City Commission, and other planning and advisory bodies.
2. To provide a vehicle for maximum citizen participation and education in Promoting the livability, character and environment of the neighborhood.
- 3, To work with the city for the adoption of improved city ordinances, which will Benefit the community.
4. To assure that the neighborhood residents are kept informed be the branches of government whose proposed action might affect the character of the neighborhood
5. To serve as a catalyst for the discussion of neighborhood planning issues and Community development plans and for the resolution of problems concerning these matters.
6. To provide a format for the exchange of concerns and ideas between neighbors in a respectful environment.

This Group will be nonpartisan and not for profit.

Section 3: The Caufield Association of Neighbors will comply with all applicable Federal, State, and Local laws and regulation.

Article 2: Boundaries and Membership

Section 1: The area served by the Caufield Association of Neighbors will included the following boundaries: Beginning at the intersection of Beaver creek Road and Henrici Road, travel West along Hinrici Road to the intersection of the Oregon City Molalla Highway 213. Travel North on Highway 213 to the intersection of Glen Oaks Road. Proceed East on Glen Oak Road to the intersection of Glen Oak Road and Beaver creek Road. Proceed South on Beaver creek Road to the intersection of Henrice Road.

Section 2: All persons who reside, own property, or operate a business, or any other

persons who show cause for interest in the area as described above in Article 2, Section 1, will be eligible for membership.

All individuals who own property within the boundaries, even though they reside outside the boundaries, are members of the Caufield Association of Neighbors and are entitled to vote. Non-resident multiple owners of property are entitled to one vote. Any business or other entity within the boundaries is entitled to be a member and to designate an individual to cast its vote at general meetings of the Caufield Association of Neighbors

Section 3: There will be no dues or other requirements imposed which would in any way prevent any person meeting the description above in article 2, from becoming or remaining a member of the Caufield Association of Neighbors. Voluntary contributions, contracts, grant, or paid advertisements in the neighborhood newsletter may be used as sources of the Caufield Association of Neighbors income.

Section 4: The privileges and responsibilities of membership are:

- A. To participate in a civil manner related to all business conducted by the Caufield Association of Neighbors.
- B. To attend meetings and speak from the floor on any issue which is considered by the Caufield Association of Neighbors.
- C. To vote on motions before the general membership at regular or special meetings. Voting includes the participation in the election of Caufield Association of Neighbors officers and eligibility to run for any office of the Caufield Association of Neighbors.

Section 5: Any and all organized efforts to raise funds for Caufield Association of Neighbors shall be approved by the steering committee and ratified by a majority vote of the general membership.

Article 3: Accountability and Grievances:

Section 1: The names, addresses and telephone numbers of the officers will be filed with The appropriate governmental agencies responsible for notifying the Caufield Association of Neighbors of matters, which affect them,, and the Caufield Association of Neighbors will be the responsible to keep the listing updated and correct.

Section 2: The Caufield Association of Neighbors will be accountable to the people of the Caufield Association of Neighbors, defined by the boundaries as described in Article 2, Section. The Caufield Association of Neighbors will provide notification to the neighborhood of meetings. Elections, action taken on issues, and other pertinent events as specified in these bylaws.

Section 3: The Caufield Association of Neighbors and its elected officers will be responsible for seeking views of the residents affected by proposed policies of actions before adopting any recommendations.

Section 4: Dissenting views on any issue considered by the Caufield Association of Neighbors will, upon written request by any member, be transmitted along with any recommendations submitted for government review.

Section 5: Resolution of any grievances concerning the activities, policies of recommendations of the Caufield Association of Neighbors, will be determined by a grievance committee.

Section 6: The grievance committee will consist of five members, a committee chairman appointed by the Caufield Association of Neighbors chairman, and four others named by the steering committee. The task of the grievance committee will be to study any grievances, directed in writing to the Caufield Association of Neighbors by any of its members or any person adversely affected by the Caufield Association of Neighbors recommendations. Upon receipt of such complaint, the grievance committee will proceed in the following manner.

A. First it will recommend that the parties seek to reconcile their differences through some form of mediation.

B. If mediation fails, a panel of three members of the grievance committee will be selected to examine the matter: One member to be chosen by the complainant, one by the steering committee, and the third member to be mutually agreed upon by the first two members.

C. The panel is authorized to conduct such meeting and hearing as may be necessary to determine the facts of the matter in dispute.

D. The panel is to report its progress to the steering committee within thirty days

E. Within an additional thirty days, the panel is to report in writing to the Caufield Association of Neighbors its recommendation for the resolution of the grievance.

F. Final resolution of any matters that remain in dispute will be put to the general membership for a majority vote. This will be done at any general membership meeting or at a special meeting called for that purpose.

Article 4: Officers

Section 1: The Caufield Association of Neighbors Officers are responsible for representing the views of the Caufield Association of Neighbors, provide leadership, administrative support and make recommendation to the City of

Oregon City on behalf of the Caufield Association of Neighbors. Officers will be elected at the Annual General Membership Meeting for terms of two years and will perform the following duties.

A. Chair: Facilitate all general membership meeting and meetings of the Steering committee, prepare the agenda for all general membership and special meetings, serves as an ex officio member of all committees except the nomination committee, fulfills such other duties as will be delegated by the steering committee. The Chair may appoint members to serve on special projects.

B. Secretary: Records minutes of all general membership meeting and meetings of the steering committee, provides copies of the minutes to each member of the Caufield Association of Neighbors at the general membership meetings or in the association's newsletter. Keep records of attendance at all general membership meetings and steering committee meetings. Coordinates all Caufield Association of Neighbors related correspondence on behalf of members of the steering committee. Maintains accurate and up-to-date files of all correspondence and minutes and retain them at the secretary's home address. The secretary also provides that all copies are on file with the Oregon City Department of Community Involvement.

C. Treasurer: Prepares and presents an annual balance of operations budget for approval by the general membership at the annual general membership meeting; accounts for the receipt of contributions and other sources of funding; disburses approved expenditures; authorizes payments of bills within the limits of the approved budget as directed by the steering committee. Makes available an up-to-date financial statement at all steering committee and general membership meetings.

Section 2: Authorized Signatures

All officers will be authorized as co-signers on expenditures and payment vouchers, all of which require two signatures. If officers are of the same household, they will not be co-signers on the same voucher.

Article 5: Steering Committee

Section 1: There will be a steering committee composed of the four elected officers currently serving, the immediate past co-chairs of the Caufield Association of Neighbors and a minimum of six (6) and maximum of twelve (12) members elected at large. (During the first year, the steering committee will be comprised of a minimum of five (5) membership meeting.)

Section 2: The purpose of the steering committee will be to coordinate activities and review issues of the Caufield Association of Neighbors on behalf of the general membership.

Section 3: Examples of some of the duties performed by the steering committee may include but not be limited to:

- a.) Research, review, discuss and make recommendations on issues brought before the steering committee. Make regular reports to the membership at the general membership meetings concerning all of the steering committee activities .
- b.) To report on actions and issues of concern to the Caufield Association of Neighbors
- c.) Recruit members to serve on steering and standing committees.
- d.) Serve as chairman on one or more of the standing committees.

Section 4: Members at large will be elected go the general membership at the annual general membership meeting of the Caufield Association of Neighbors.

Section 5: Any member of the steering committee who misses three (3) consecutive meetings without valid excuse will be deemed to have vacated their office.

Section 6: The quorum of the steering committee will consist of seven (7) members present at any regular scheduled meeting of the steering committee. During the first year, five (5) members will constitute a quorum.

Article 6: Standing and Special Committees

Section: 1: Standing committees will have responsibilities such as their names indicate. Each standing committee will develop a statement of organization and purpose to be approved by the general membership.

Section 2: Standing committees may include the following:

1. Transportation and traffic committee
2. Crime prevention and safety
3. Comprehensive planning and land use
4. Government, ballot, measures and election issues
5. Membership and neighborhood activities
6. Newsletter and publicity committee
7. Programs and speakers
8. Parks and recreation
9. Neighborhood assets (individuals, social organizations, churches, schools, businesses, natural resources)
10. Neighborhood Emergency Response Teams and HAM Radio operators

Section 3: Special committees may be created by the steering committee or by a vote of the general membership, as needed to expedite the work of the Caufield Association or Neighbors. Members of special committees will elect their own committee chairman unless appointed by the Caufield Association of Neighbors Co-chair.

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Section 4: Any member of the Caufield Association of Neighbors may serve on standing or special committees.

Section 5: A majority of the special committee members present will constitutes quorum. Committee action will be by a majority to those present and voting.

Section 6: Committees will make recommendations to thr steering committee for action. Committees will not have the power to act, on behalf of the Caufield Association of Neighbors without specific authorization from the general membership or the steering committee.

Article 7: Meetings

Section 1: The annual general membership meeting for the election of officers and approval of the budget will be at a place determined be the steering committee.

Section 2: General membership meetings will be held the last Thursday of ^{every other} each month. At a location to be determined by the steering committee unless otherwise noted in the Caufield Association of Neighbors newsletter.

Section 3: A quorum for any general membership meeting or special meeting of the Caufield Association of Neighbors will have seven (7) members in attendance. Unless otherwise specified in these bylaws, with the exception of amendments to the bylaw. Decisions will be made by a majority vote of the quorum.

Section 4: The chairs will prepare the agenda for general and special meetings of the membership subject to the approval of the steering committee. Any person may add an item to the agenda by submitting the item in writing to the chairs at least seven (7) days in advance of the general membership meeting. Any member of the Caufield Association of Neighbors may make a motion to add an item to the steering committee of general membership meeting agendas

Section 6: Special meeting may be called by the Caufield Association of Neighbors or by members (any three (3) members for a meeting of the steering committee and any ten(10) members for a meeting of the general membership) provided the steering committee members or general membership (as appropriate) is notified of the special meeting in writing at least seven (7) days in advance of the meeting.

Section 7: All meetings of the Caufield Association of Neighbors will be open to the public.

Article 8: Elections

Section 1: Member 16 years of age and older will be able to vote in all regular and special

elections of officers.

Section 2: Any member 16 years of age and older may run for any vacant office by simply declaring his or her intention to do so.

Section 3: A nomination committee will be elected at the regular meeting of the general membership meeting prior to the election. Members of the nominating committee are not barred from becoming nominees of office themselves; the nominating committee will contact each person it wishes to nominate, before making its report; if the proposed nominee declines; that person's name will not be put forward for election. The nomination committee is automatically discharged when its report is formally presented to the general membership.

Section 4: Regular election of officers will be held at the Annual General Membership Meeting. For the purposes of filling vacant positions, special elections may be held at any regular meeting provided the general membership is notified of the special election in writing at least seven (7) days in advance of the meeting.

Article 8: Conflict of Interest

Section 1: A conflict of interest exists for a member of the steering committee whenever the steering committee member holds a personal financial interest which will be impacted by the action of the Caufield Association of Neighbors on a proposal before the general membership or steering committee. A personal financial interest will include a financial interest held by the member of the steering committee member and /or by members of their immediate family or household.

Examples of personal financial interest would include: Ownership of property the use or control of which is being considered by the Caufield Association of Neighbors; plans to purchase property the use or which is under discussion by the Caufield Association of Neighbors

Section 2: Whenever a general member of steering committee members determines that they have a conflict of interest relating to an item under discussion, they may still vote, however, they must inform the body (general membership or steering committee hearing the proposal that the conflict of interest exists.

Article 9: Public Meetings/Public Records Requirements

Section 1: The Caufield Association of Neighbors will abide by all Oregon Statutes relative to public meetings and public records.

Section 2: Official action (s) taken by the Caufield Association of Neighbors must be on record and part of the minutes of each meeting. The minutes will include a record of attendance and the results of any vote (s) taken. A summary of dissenting views

should be transmitted along with any recommendations makes by the Caufield Association of Neighbors to the city of Oregon City Department of Community involvement.

Section 3: A vote by proxy, an absentee vote, a vote by mail and a secret ballot of the members in private, after which only the result is amounted to the public, will not be allowed.

Article 10: Non-Discrimi8nation

Section 1: The Caufield Association of Neighbors will not discriminate against individuals or groups on the basis of race, religion, color, sexual orientation, age, disability , national origin, income, or political affiliation in any of ist policies , recommendations of actions.

Article 11: Parliamentary Authority and Amendments

Section 1: The most current edition of “The Scott Foresman Robert’s Rules of Order, Newly Revised”, will govern the procedures of the Caufield Association of Neighbors when the procedure is on otherwise covered by these bylaw.

Section 2; These bylaws may be amended by a two-thirds (2/3) vote of a minimum of nine (9) members present and voting at any regular meeting of the Caufield Association of Neighbors provided that notice of the proposed amendment will have been read at the previous regular meeting, and the general membership is notified of the intent to amend the bylaws in writing at least thirty (30) days in advance of the meeting.

Section 3: Boundaries may not be amended for a period of one full year after the Caujield Association has received formal recognition be the City Commission of the city of Oregon City.