

# The Rivercrest Neighborhood Association

## First Amended Bylaws

### **Article I. Name and Purpose**

Section 1. The name of this Neighborhood Association shall be the Rivercrest Neighborhood Association (RNA).

Section 2. The purpose of the RNA will be exclusively social and civic; to promote, coordinate and implement all aspects of community planning through neighborhood association participation and advice to the City Commission, the Planning Commission and other planning and advisory bodies; to provide a vehicle for maximum citizen participation in promoting the livability and environment of the neighborhood; to participate together in their mutual interest and to promote and coordinate communication among its members and between the neighborhood and City government.

This Neighborhood Association shall be nonpartisan and is not for profit. The Neighborhood Association will assist in the dissemination of information on all matters affecting the growth and development of the above-described neighborhood.

Section 3. The RNA shall comply with all applicable federal, state, and local laws and regulations.

### **Article II. Boundaries and Membership**

Section 1. The area served by the association shall include the following boundaries:

Beginning at the point of intersection of Warner Milne Rd. and Linn Ave., continue in a westerly direction along the northern side of Warner Parrot Road to a point of intersection with the western boundary of Mount Pleasant southern boundary of (144 Donald St.). Thence in a westerly direction to the eastern side of Canemah Rd. Continue in a northerly direction to Teleford Rd., thence following the northern side of Teleford Rd. to the intersection of Vine St. and Teleford Rd. Turn left on Vine St., and proceed in a northwesterly direction along the back boundary of 305, 315, 321, 331, and 339 Teleford Rd. Thence in a southwesterly direction along the back boundaries of 456, 448, 440, 434, 426, 416 and 408 Barker Dr. Thence continue along this line across a portion of 886 Hazelwood Dr. to the back boundary of (915 Clearbrook Dr.). Thence northerly across Barker Ave. and along the eastern and northern boundary of 381 Barker Ave. Thence northerly along the western boundary of 419 and 425 Ridgecrest Dr., and continuing north to South End Rd. Thence in a northerly direction along the eastern side of South End Rd. to

the northern most point of the boundary of 509 South End Rd. Thence in a southeasterly direction along said boundary, continuing to a point on the south side of Center St. Thence in a northeasterly direction along Center St. to the northern most point of the boundary of 454 Center St. Thence in a southeasterly direction along said boundary, and continuing along this line to the most northwesterly point of the boundary of 129 Ogden St. Thence in a northeasterly direction along the back boundary of 129 and 111 Ogden St. Thence southerly along said boundary to the northernmost point of the boundary of 107 Ogden St. Then proceed southeasterly along said boundary and continue on this line to a point on the east side of Brighton Ave. Thence south along Brighton Ave. to the intersection of Brighton Ave. and Charman St. Thence following Charman along the south side of the street to the intersection of Charman St. and Linn Avenue. Thence in a southerly direction along Linn Ave. to the intersection of Linn Ave. and Holmes Ln. Thence in an easterly direction along the south side of Holmes Ln. to the intersection of Holmes Ln. and Haley Ct. Thence in a southerly direction along the eastern side of Haley Ct. to the most northeasterly point of the boundary of 946 Haley Ct. Thence southerly along said boundary to the northern boundary of Gardiner Elementary School. Thence in an easterly direction along said boundary, thence continuing in a southerly direction along its eastern boundary, thence westerly along its southern boundary to the intersection of the boundary of the Presbyterian Church. Thence in a southerly direction along the eastern boundary to the north side of Warner Milne Rd. Thence continue in an easterly direction to the point of beginning (see attached map.)

- Section 2. All persons who reside, own property, or operate a business, in the area described in Article II, Section I, shall be eligible for membership.
- Section 3. There will be no dues or other requirements imposed which would in any way prevent any person who meets the description above in Article II, Section 2, from becoming or remaining a member of the RNA. Contributions, contracts, grants or paid advertisements in the neighborhood newsletter may be used as sources of Association income.
- Section 4. The privileges and responsibilities of membership are:
- a. To participate in a civil manner related to all business conducted by the RNA.
  - b. To attend meetings and to speak from the floor on any issue which is being considered by the RNA.
  - c. To vote (if of voting age, see Article VIII., Section 1) on motions placed before the General Membership at regular or special

meetings, including participation in the election of officers and to run for any office of the RNA.

d. To serve on committees of the RNA.

Section 5. Any and all organized efforts to raise funds for the RNA shall be approved by the Steering Committee.

**Article III. Accountability and Grievances**

Section 1. The Association shall be accountable to the people of the neighborhood, defined by the above boundaries in Article II, Section 1. The Association shall provide notification to the neighborhood of meetings, elections, action taken on issues, and other pertinent events as specified in these by laws.

Section 2. Dissenting views on any issue considered by the RNA shall, upon written request by any member, be transmitted along with any recommendations submitted for governmental review. Resolution of any grievances concerning the activities, policies or recommendations of the RNA shall be determined by majority vote of the members present at the Association's meeting during which the grievance is scheduled for resolution. Both dissenting views and grievances shall be noted in the minutes.

Section 3. The names, addresses and telephone numbers of the officers and Steering Committee members shall be filed with the appropriate governmental agencies responsible for notifying neighborhood associations of matters which affect them, and the Association shall undertake to keep this listing correct.

**Article IV. Steering Committee and Quorum**

Section 1. There shall be a Steering Committee composed of the four elected officers currently serving, the immediate past chairman of the Association, and a minimum of four (4) and maximum of twelve (12) members elected at large.

Section 2. Any member at large who wishes to serve on the Steering Committee may do so by expressing their desire to any member of the Steering Committee.

Section 3. Any member of the Steering Committee who misses three (3) consecutive meetings shall be deemed to have vacated his/her position. Any Steering Committee Member who misses five (5) meetings in one year will be contacted to determine his/her continuing interest.

Section 4. The duties of the Steering Committee shall be to:

- a. Coordinate all activities of the RNA by acting as its spokesperson through review, discussion and by referral of issues for a vote by the Membership. Members of the Steering Committee shall make regular reports to the Membership at general meetings concerning all of the Steering Committee's activities.
- b. Investigate thoroughly and keep the Membership informed about issues of concern to the association and neighborhood.
- c. Recruit members to serve on standing committees.
- d. Facilitate the above purposes by each member at large of the Steering Committee acting as chairman for one or more of the following standing committees (once the committee(s) become activated):
  - (1) Transportation, Automobile, Bicycle and Traffic Committee;
  - (2) Government, Budgets, Ballot Measures and Election Issues, (Candidate fair or forum, representing all sides of issues);
  - (3) Comprehensive Planning and Land Use;
  - (4) Crime Prevention and Safety (Neighborhood Watch, Block Homes, National Night Out, and Street Lighting);
  - (5) Energy Conservation and Resource Efficiency;
  - (6) Neighborhood History Committee;
  - (7) Housing and Care Facilities;
  - (8) Membership and Neighborhood Activities;
  - (9) Newsletter and Publicity Committee;
  - (10) Pedestrian and Handicapped Barriers;
  - (11) Parks and Recreation, Landscape and Trees Committee;
  - (12) Neighborhood Assets and Home Occupations (individuals, social organizations, churches, schools, etc.); and
  - (13) Programs and Speakers.

Section 5. Four (4) members present at any regularly-scheduled meeting of the Steering Committee shall constitute a quorum. Decisions shall be made by a majority vote.

**Article V. Officers**

Section 1. Officers shall be elected at the annual meeting for terms of two years and shall perform the following duties:

- a. CHAIRMAN - Presides at all general meetings of the Membership and meetings of the Steering Committee; prepares the agenda for general membership and special meetings, shall be an ex officio member of all committees except the Nominating Committee; performs such other duties as shall be delegated by the Steering Committee. The Chairman may appoint members to serve on special projects (i.e., The South Fork Water Board Citizen Advisory Committee, the Oregon City Rate Review Committee, Transportation Advisory Committee, and other committees of the City of Oregon City and other jurisdictions such as Tri met, Metro, etc.).
- b. VICE CHAIRMAN - Performs the duties of the Chairman in his or her absence; and performs other duties as shall be delegated by the Steering Committee.
- c. SECRETARY - Records minutes and keeps records of attendance of all general meetings and meetings of the Steering Committee, provides copies of the minutes to each member at the general meeting or in the Association's newsletter. Keeps records of attendance of all general and Steering Committee meetings. Coordinates and maintains files of all association-related correspondence on behalf of the General Membership, the Steering Committee and the standing committees. Maintains accurate and up-to-date files of all correspondence and minutes and stores them at the Secretary's home address. The Secretary also provides that copies are on file with City of Oregon City (see Article X, Section 2.)
- d. TREASURER - Prepares and presents an annual balanced operations budget for approval by the Membership at the annual meeting. Accounts for the receipt of contributions and other sources of funding. Disburses approved expenditures. Authorizes payment 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, if the amount exceeds more than \$100.

## **Article VI. Committees**

- Section 1. Committees shall have responsibilities such as their names indicate and as may be assigned to them by the Steering Committee. Each committee shall develop a statement of organization and purpose to be approved by the general membership.
- Section 2. Special committees may be created by the Steering Committee, or by vote of the Membership, as needed to expedite the work of the Association. Members of standing committees shall elect their own committee chairman and vice chairman. Any members of the RNA may serve on standing or special committees. Members of the standing committees shall be appointed by the Steering Committee.
- Section 3. The Standing Committee Chairman may appoint subcommittees or work groups to assist the committee in its responsibilities provided, however, that the chairman of any such subcommittees or work group is a member of the standing committee.
- Section 4. A majority of the committee members present shall constitute a quorum. Committee action shall be by a majority of those present and voting.
- Section 5. Committees shall make recommendations to the Steering Committee for action. Committees shall not have the power to act on behalf of the Association without specific authorization from the General Membership or Steering Committee.

## **Article VII. Meetings**

- Section 1. The annual General Membership Meeting for the election of officers and approval of the budget shall be held on the third Thursday of November at 7 p.m., at a place determined by the Steering Committee.
- Section 2. General Membership meetings shall be held on the third Thursday of the month in the months of September, November, February, April, and June at 7 p.m., at a location to be determined by the Steering Committee unless otherwise noted in the RNA newsletter.
- Section 3. A quorum for any General Membership or special meeting of the RNA shall be seven members in attendance. Unless otherwise specified in these bylaws, with the exception of amendments to the bylaws, decisions shall be made by a majority vote of those members present at any meeting.
- Section 4. The Chairman shall 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 Chairman at least seven (7) days in advance of the

Membership Meeting. Any member of the RNA may make a motion to add an item to the Steering Committee, general or special meeting agendas.

Section 5. Meetings of the Steering Committee shall be held as scheduled by the Steering Committee.

Section 6. Special meetings may be called by the Chairman or by members (any three (3) members for a meeting of the Steering Committee and any seven (7) members for a meeting of the Membership) provided the Steering Committee members or Membership (as appropriate) is notified of the special meeting.

Section 7. All meetings of the Association shall be open to the public.

#### **Article VIII. Elections**

Section 1. Members 18 years of age and older shall be able to vote in all regular and special elections of officers.

Section 2. Any member 18 years of age or older, may run for any vacant office by simply declaring his or her intention to do so. Any member may be nominated for any vacant office by any other member of the Association.

Section 3. A Nominating Committee shall be elected at the regular meeting of the General Membership prior to the election. Members of the Nominating Committee are not barred from becoming nominees for office themselves. The Nominating Committee shall nominate at least one candidate for each office. Before making its report, the Nominating Committee will contact each person whom it wishes to nominate. If the proposed nominee declines, that person's name will not be put forward for election. The Nominating Committee is automatically discharged when its report is formally presented to the Membership.

Section 4. Regular elections of officers shall be held at the annual November meeting every other year. For the purpose of filling vacant positions, Special elections may be held at any regular meeting provided the membership is notified of the special election in writing at least seven (7) days in advance of the meeting.

Section 5. 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 announced to the public, will not be allowed.

#### **Article IX. 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 RNA on a proposal before the membership or Steering Committee. A personal financial interest shall include a financial interest held by 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 RNA; plans to purchase property the use or control of which is under discussion by the RNA, etc.

Section 2. Whenever a general member or Steering Committee member 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 X. Public Meetings/Public Records Requirements**

Section 1. The RNA shall abide by all Oregon statutes relative to public meetings and public records.

Section 2. Official action(s) taken by the RNA must be on record and part of the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote(s) taken. A summary of dissenting views should be transmitted along with any recommendation made by the RNA to the City.

**Article XI. Non Discrimination**

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

**Article XII. Parliamentary Authority and Amendments**

Section 1. The most current addition of The Scott Foresman Robert's Rules of Order, Newly Revised, shall govern the procedures of the Association when the procedure is not otherwise covered by these bylaws.

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 Association, provide that notice of the proposed amendment shall have been read at the previous regular meeting, and the membership is notified of the intent to amend the bylaws in writing at least thirty (30) days in advance of the meeting.