

**RESOLUTION NO. 1001**

**A RESOLUTION PROVIDING FOR FORMAL RECOGNITION OF THE  
SOUTHEAST CANBY NEIGHBORHOOD ASSOCIATION, THEREBY  
FOSTERING A PARTNERSHIP OF OPEN COMMUNICATION  
BETWEEN THE CITY AND THE NEIGHBORHOOD ASSOCIATION.**

**WHEREAS**, the City Council understands the importance of citizen participation and recognizes that it is desirable to maintain and improve the quality of life for all Canby residents; and

**WHEREAS**, the City Council desires to instill and enhance a sense of civic pride and responsibility for the community; and

**WHEREAS**, the City Council recognizes that participation of the greatest number of citizens with a wide diversity of viewpoints leads to better understanding of mutual concerns; and

**WHEREAS**, it is essential for citizens to provide information to aid the City Council and Planning Commission in decisions on matters affecting the City's quality of life, including, land use, housing, the annual City budget, community facilities and infrastructure, human resources, social and recreation programs, traffic and transportation, environmental quality, public safety and other matters; and

**WHEREAS**, the diversity of views and suggestions will also result in a better understanding and acceptance of those decisions by the citizens of Canby, and

**WHEREAS**, the City Council desires to enhance livability by giving citizens the opportunity to participate in government decisions in an advisory role; and

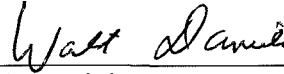
**WHEREAS**, the City Council in order to provide more effective citizen participation requires the development of certain minimum standards that outline the principles, functions and organization of neighborhood associations when providing formal recognition by the City.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Canby, as follows:

The Southeast Canby Neighborhood Association is hereby recognized as an official Neighborhood Association of the City of Canby, Oregon, subject to compliance with Chapter 2.70.010 through 2.70.050 of Canby's Municipal Code.

This Resolution shall take effect August 20, 2008

ADOPTED this 20<sup>th</sup> day of August, 2008 by the Canby City Council.



\_\_\_\_\_  
Walt Daniels  
Council President

ATTEST:



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Kimberly Scheafel, CMC  
City Recorder, Pro-Tem

# Southeast Canby Neighborhood Association

## BYLAWS

### ARTICLE I Purpose

Section 1. The name of the organization shall be the Southeast Canby Neighborhood Association (SECNA).

Section 2. The purposes for which SECNA is organized are:

- (a) For educational, social, charitable and advocacy purposes with the goal to improve and maintain the health, safety and livability of the neighborhood.
- (b) To enhance the livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, City of Canby and other neighborhoods. Provide representation of SECNA concerns to local government and to further SECNA interests by participating in the processes of government.
- (c) To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.

Nothing in these bylaws shall preclude SECNA from forming as a non-profit organization.

### ARTICLE II Membership

Section 1. Anyone who lives on or owns any real property, or any legal entity who operates a place of business or institution, within the recognized boundaries of the SECNA shall be considered a member.

Section 2. An active member is defined as one who has attended at least one general or special meeting within the last calendar year.

Section 3. All residents, property owners, or businesses located with SECNA boundaries shall have one vote per member household, property, or business entity, each to be cast during attendance at any general or special meeting. One representative from each government agency or nonprofit organization located within SECNA boundaries shall have the same privilege as the residents listed above.

### ARTICLE III Dues:

Charging of dues or membership fees shall be prohibited; however, voluntary contributions and fund-raising activities are encouraged.

### ARTICLE IV Membership Meetings

Section 1. There shall be at least one *general* membership meeting yearly. Notification for all general meetings shall require fourteen (14) days advance written, email, or public notice to all members of SECNA.

Section 2. The Chair may call *special* meetings of the membership as deemed necessary. Reasonable attempt to notify all SECNA members shall be made at least seven (7) days prior to meetings.

Section 3. Any Member may make a motion to add an item to an agenda. Adoption of that motion requires a second and majority vote. Any non-member may request to add an item to the agenda by submitting the item in writing to the SECNA officers at least seven (7) days in advance of the membership meetings. The Chair shall place the item on the agenda only if the majority of the officers agree to do so.

Section 4. A quorum for any general or special meeting of SECNA shall be a minimum of ten (10) members in attendance. Unless otherwise specified in these Bylaws, decision of SECNA shall be made by a majority vote of those members present at any meeting.

Section 5. Any general, special, officer or committee meeting is open to any person to observe. However, only Members may participate in discussion and are entitled to vote. Non-members may participate in discussion if an item from a Non-member has been placed on the agenda per the requirements of Section 3, Article IV. The Chair may regulate the order and length of appearances and limit appearances to relevant points. All actions or recommendations of the general or special meetings shall be recorded in the minutes, including minority reports.

Section 6. The SECNA shall follow Robert's Rules of Order (Revised) in all areas not covered by the Bylaws.

#### **ARTICLE V Officers**

Section 1. There shall be at least three (3) officers and the SECNA may add additional officers as needed.

Section 2. Each officer shall hold office for a term of two (2) years for which he/she is elected or appointed and until his/her successor has been elected or appointed to take office.

Section 3. Only persons eligible for SECNA membership shall be qualified to hold an elected or appointed position.

Section 4. Officers shall manage the affairs of SECNA in the interim between general meetings. The Officers shall seek the views of those affected by any proposed policies or actions before adopting any recommendation on behalf of SECNA; and shall strictly comply with these Bylaws.

Section 5. Officers shall be elected by a vote of the membership at its even year annual meeting. The names of all candidates for the officer slate shall be placed in nomination. Secret written ballots shall be used for voting for Officers. Election requires a majority vote of the membership present.

Section 6. Officers may fill any vacancy on the SECNA or committee by majority vote of the officers in cases involving absences by an Officer or committee member from three (3) consecutive meetings, or if a position is vacated for any reason. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his/her successor is elected or appointed.

Section 7. Duties of Officers:

- (a) Chair shall prepare the agenda and preside at all meetings of the officers and membership; shall appoint members of committees with a majority approval of the Officers. The Chair shall make all necessary reports to the City of Canby.
- (b) Vice Chair shall assist the Chair; in the Chair's absence shall function as Chair.

- (c) Secretary/Treasurer shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence of SECNA; shall make records of SECNA available for inspection at any reasonable time. The secretary/treasurer shall also be held accountable for all funds and shall give an accounting at each general meeting; shall receive, safe keep and disburse SECNA funds, but such disbursement shall require the signature of the Chair. This position may be divided into separate secretary and treasurer functions if the SECNA so desires.
- (d) The SECNA may establish additional Committee Chairs to serve with the officers as necessary.

Section 8. Any Officer may be removed from office by an affirmative vote of two thirds of the Members present, the notice of which shall have specified the proposed removal. In addition, Officer members failing to attend three (3) consecutive meetings shall be automatically deemed to have resigned.

**ARTICLE VI Committees:**

The Officers shall establish both standing and ad hoc committees, as they deem necessary. Committees shall make recommendations to the officers for officer actions. Committees shall not have the power to act on behalf of the organization without specific authorization from the Officers.

**ARTICLE VII Conflict of Interest**

Section 1. A conflict of interest exists for an Officer whenever the Officer holds a personal financial interest which will be impacted by the action or inaction by SECNA on a proposal before the membership or officers. A personal financial interest shall include a financial interest held by the officer and/or by members of their immediate family. A personal financial interest includes an ownership interest above 5% of a business, which will be impacted by the decision of SECNA. Examples of personal financial interest would include Employment by SECNA; ownership of property the use or control of which is being considered by SECNA; plans to purchase property the use or control of which is under discussion by SECNA, etc. Ownership of a primary residence within the SECNA boundaries does not constitute a conflict of interest.

Section 2. Whenever an Officer determines that they have a conflict of interest relating to an item under discussion, they must inform the body hearing the proposal that the conflict of interest exists.

Section 3. Officers shall not vote on matters in which they have a conflict of interest.

**ARTICLE VIII Indemnification:**

SECNA shall indemnify an Officer who may be party to a proceeding as a result of the individual being or having been an Officer to the fullest extent provided by the laws of the State of Oregon now in effect or later amended.

**ARTICLE IX Boundaries**

Section 1. Boundaries of SECNA shall be defined as follows: Property within the city limits of the City of Canby, South of Township, East of Ivy extending east to the Molalla Western Railroad tracks. See the attached map.

Section 2. Boundaries of the SECNA shall be reviewed if the SECNA membership exceeds 6,000, or upon request by the SECNA or adjacent neighborhoods. The revised boundaries shall be voted

on and adopted with a majority vote of the members in attendance at a SECNA meeting and subject to City Council Approval.

**ARTICLE X Public Meetings/Public Records Requirement:**

SECNA shall abide by all Oregon statutes relative to public meetings and public records. Official action(s) taken by SECNA must be on record or 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 discussion, including all dissenting views, should be transmitted along with any recommendation made by SECNA to the City.

**ARTICLE XI Non-Discrimination:**

SECNA shall afford equal opportunities for participation in the Neighborhood Association to all persons who meet the membership qualifications regardless of race, color, religion, gender, age, handicap, familial status, or national origin.

**ARTICLE XIV Adoption and Amendment of Bylaws:**

All amendments to these Bylaws must be proposed in writing and submitted to the SECNA Chair, who will then distribute copies of the proposed amendment/s to active members at least thirty (30) days before voting on their adoption. Reasonable attempts to notify all SECNA members of the proposed amendments through public notice or any other methods deemed reasonable by the SECNA shall be made at least seven (7) days prior to voting. This notice shall specify the date, time, and place for consideration of the proposed amendment(s). Adoption of, and amendments to, these Bylaws shall require a two-thirds (2/3) vote by the members present at a general meeting. Adoption of these Bylaws must be ratified by the City Council prior to becoming adopted. The City must be notified of any updates or amendments to these Bylaws.