

RESOLUTION NO. 1002

**A RESOLUTION PROVIDING FOR FORMAL RECOGNITION OF THE
SOUTHWEST 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 Southwest 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 20th day of August, 2008 by the Canby City Council.

Walt Daniels

Walt Daniels
Council President

ATTEST:

Kimberly Scheafer

Kimberly Scheafer, CMC
City Recorder, Pro-Tem

SOUTHWEST CANBY NEIGHBORHOOD ASSOCIATION BYLAWS

Article I Purpose

Section 1. The name of the organization shall be the Southwest Canby Neighborhood Association.

Section 2. The purposes for which the NA is organized are:

- (a) To enhance the livability of the area by establishing & maintaining an open line of communication & liaison between the neighborhood, the city of Canby, & other participating neighborhoods. Provide representation of SWCNA concerns to local government & to further SWCNA interests by participating in the processes of government.
- (b) For educational, social, charitable and advocacy purposes with a goal to improve & maintain the health, safety, & livability of the neighborhood.
- (c) Nothing in these bylaws shall preclude an association from forming as a non-profit organization.
- (d) Provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.

Article II Membership

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

Section 2. An active member is defined as one who has attended at least 1 general or special meeting within the last calendar year.

Section 3. All residents, property owners, or businesses located within the NA 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 the NA boundaries shall have the same privilege as the residents listed above.

Article III Dues

Charging of dues or membership fees shall be prohibited.

Article IV Membership Meetings

Section 1. There shall be at least 1 general meeting per calendar year. Notification for all general meetings shall require 14 days in advance, written, E-mail, or telephone notice to all active members of the NA and public notice.

Section 2. The chairperson or vice chair, in the chair's absence, may call **special** meetings of the membership as deemed necessary. Reasonable attempt to notify all NA members shall be made prior to the meetings at least 7 days in advance.

Section 3. Any member of the NA may move to add an item to the agenda at a meeting. Adoption of that motion requires a second and a majority vote. Any non-member may request to add an item to the agenda by submitting the item in writing to a NA officer at least 7 days in advance of the meeting. The chairperson shall place the item on the agenda only if the majority of the officers agree to do so.

Section 4. A quorum for any meeting of the NA shall be a minimum of 10 members in attendance. Unless otherwise specified in these bylaws, decision of the NA shall be made by a majority vote of members present at the 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 has been placed on the agenda per the requirements of Section 3, Article IV. The presiding officer may regulate the order & length of appearances & limit appearances to relevant points. All action or recommendations of the general or special meetings shall be recorded in the minutes, including minority reports. The NA shall notify the city of any recommendations contained therein.

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

Article V Neighborhood Officers

Section 1. There shall be at least 3 officers and the NA may add additional officers as needed.

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

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

Section 4. The officers shall manage the affairs of the NA in the interim between general meetings. The Officers shall seek the views of all affected by any proposed policies or actions before adopting any recommendations on behalf of NA and strictly comply with these bylaws.

Section 5. Officer members 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 members present.

Section 6. The officers may fill any vacancy on the NA or committee by majority vote of the officers in cases involving absences by an officer or committee member for 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 until his/her successor is elected or appointed.

Section 7

(a) The chairperson shall prepare the agenda & preside at all meetings of the officers and membership & shall appoint members of committees with a majority approval of the officers & membership. The chairperson shall make all necessary reports to the city.

(b) The Vice chairperson shall assist the chairperson & in his/her absence shall function as chairperson.

(c) The secretary/treasurer shall keep minutes & written record of majority & minority opinions expressed at all meetings. He/she shall be responsible for all correspondence of the NA, & shall make records of NA available for inspection at any reasonable time. He/she shall give an accounting of funds at each general meeting & receive, safe keep & disburse NA funds with an accompanying signature of the chairperson. This position may be divided into separate secretary & treasurer functions if the NA so desires.

Article VI Committees

The officers shall establish both standing & 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 NA 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 his/her family. A personal financial interest includes an ownership interest above 5% of a business, which will be impacted by the decision of NA. Examples of person financial interest would include employment by NA; ownership of property the use of which is considered by NA; plans to purchase property the use or control of which is under discussion by NA, etc.

Section 2. Whenever an officer has a conflict of interest relating to an item under discussion, they must inform the body (membership or officers) 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

NA 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 NA shall be defined as follows: Beginning at the intersection of S Ivy Street and Canby's southern city limits; northerly on Ivy to S 6th Avenue; westerly on 6th to S Elm Street; northerly on Elm to SW 4th Avenue; westerly on 4th to Aspen Street; southerly on Aspen to its end; southerly along west boundary of Canby HS property line to Aspen Way; southerly along Aspen Way continuing southerly over the ridge and along the west boundary of "Village On The Lochs" to its intersection with the southwestern corner of the city limits; easterly along the southern city limits to its intersection with S Ivy St

Section 2. Boundaries of the NA shall be reviewed if the NA exceeds 6,000, or upon request by the NA or adjacent neighborhoods. The revised boundaries shall be voted on & adopted with a majority vote of the members in attendance at a NA meeting & subject to the City Council approval.

Article X Public Meeting/Public Records Requirement

NA shall abide by all Oregon statutes relative to public meetings & public records. Official action taken by the NA must be on record or part of the minutes of each meeting. The minutes shall include a record of attendance & the results of any votes taken. A summary of discussion, including all dissenting views, should be transmitted along with any recommendations made by NA to the city.

Article XI Non-Discrimination

NA shall afford equal opportunities for participation in the neighborhood association to all persons who meet the membership qualifications regardless of race, color, religion, sex, age, handicap, familial status, or national origin.

Article XII Adoption & Amendment of Bylaws

All amendments to these bylaws must be proposed in writing & submitted to the NA chairperson who will then distribute copies of the proposed amendment to active members at least 30 days before voting on their adoption. Reasonable attempts to notify all members of the proposed amendments through public notice or any other method deemed reasonable by the NA shall be made at least 7 days prior to voting. This notice shall specify the date, time, and place for consideration of the proposed amendments. Adoption of and amendments to these bylaws shall require a 2/3 vote by the members present at a general meeting & must be ratified by the Canby City Council prior to becoming amended.