

RESOLUTION NO. 813

A RESOLUTION PROVIDING FOR FORMAL RECOGNITION OF THE NORTHEAST 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

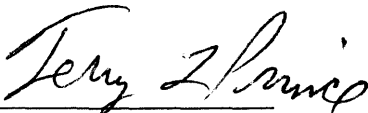
WHEREAS, the City Council in order to provide more effective citizen participation requires the development of certain minimum standards that outline the principles, functions and organization of neighborhood associations when providing formal recognition by the City.

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

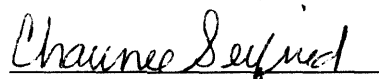
The Northeast Canby Neighborhood Association is hereby recognized as an official Neighborhood Association of the City of Canby, Oregon, subject to compliance with Chapter 2.70.010 through 2.70.050 of Canby's Municipal Code.

This Resolution shall take effect December 4, 2002.

ADOPTED this 4th day of December, 2002, by the Canby City Council.


Terry L Prince-Mayor

ATTEST:


Chauncey Seifried,
City Recorder, Pro-Tem

Recommended Bylaws

Northeast Canby Neighborhood Association

ARTICLE I Purpose

Section 1 Name of the Organization: The name of the organization shall be the Northeast Canby Neighborhood Association (NECNA)

Section 2 Purpose of NECNA: The purposes for which the NECNA is organized are:

- (a) To enhance the livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, the City of Canby , and other participating neighborhoods.
- (b) To be organized for educational, social and charitable purposes.
- (c) Nothing in these bylaws shall preclude an association from forming as a non-profit organization.

ARTICLE II Membership

Section 1 Membership Qualifications: 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 NECNA shall be considered a member.

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

Section 3 Membership voting: All residents, property owners, or businesses located within NECNA 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 NECNA 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 General Membership Meetings: There shall be one general meeting per calendar quarter. each meeting will be limited to ninety minutes unless the majority of the members present vote to continue. Notification for all general meetings shall require fourteen (14) days in advance, written, E-mail, or telephone notice to all active members of NECNA and public notice.

Section 2 Special Membership Meetings: The Chairperson or the vice chair, in the chair's absence, may call Special meetings of the membership as deemed necessary. Reasonable attempt to notify all NECNA members shall be made prior to the meetings at least seven (7) days in advance.

Section 3 Agenda: The chairperson shall prepare the agenda for general and special meetings. Any

member of the NECNA may move to add an item to the agendas 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 the NECNA officers at least seven (7) days in advance of the membership meetings. The chairperson shall place the item on the agenda only if the majority of the officers agree to do so.

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

Section 5 Participation: 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 and length of appearances and 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 NECNA shall notify the City of any recommendations contained therein.

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

ARTICLE V Neighborhood Officers

Section 1 Number of Officers: There shall be at least three (3) officers and the NECNA may add additional officers as needed.

Section 2 Terms of Office: Each officer shall hold office for a term on one year for which he/she is elected or appointed and until his/her successor has been elected or appointed to take office.

Section 3 Eligibility for Officer Service: Only persons eligible for NECNA membership shall be qualified to hold an elected or appointed position.

Section 4 Duties of Officers: The officers shall manage the affairs of the NECNA 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 NECNA and strictly comply with these bylaws.

Section 5 Election of Officers: Officer members shall be elected annually by a vote of the membership at its fall 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 Officer Vacancies: the officers may fill any vacancy on the NECNA 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 until his/her successor is elected or appointed.

Section 7 Duties of Officers:

(a) **Chairperson:** The chair person shall prepare the agenda and preside at all meetings of the officers and membership and shall appoint members of committees with a majority approval

of the officers. The chairperson shall make all necessary reports to the City.

(b) Vice Chairperson: The first alternate shall assist the chairperson; in the chairperson's absence shall function as chairperson.

(c) Secretary/Treasurer: The secretary/treasurer shall keep minutes and written record of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence of NECNA ; shall make records of NECNA available for inspection at any reasonable time. the secretary/treasurer shall give an accounting at each general meeting and receive, safekeep and disburse NECNA funds with an accompanying signature of the chairperson.

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 Definition: 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 NECNA 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 NECNA. Examples of person financial interest would include employment by NECNA; ownership of property the use or control of which is being considered by NECNA; plans to purchase property the use or control of which is under discussion by NECNA, etc.

Section 2 Declaring the Conflict of Interest: 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 Abstention from Voting: Officers shall not vote on matters in which they have a conflict of interest.

ARTICLE VIII Indemnification

NECNA 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 Sate of Oregon now in effect or later amended.

ARTICLE IX Boundaries

Section 1 Boundaries: Boundaries of NECNA shall be defined as follows: Beginning at the

Section 2 Boundary Amendments: Boundaries of the NECNA shall be reviewed if the NECNA exceeds 6000, or upon request by the NECNA or adjacent neighborhoods. The revised boundaries shall be voted on and adopted with a majority vote of the members in attendance at a NECNA meeting and subject to the City Council approval.

ARTICLE X Public Meeting / Public Records Requirement:

NECNA shall abide by all Oregon statutes relative to public meetings and public records. Official action(s) taken by NECNA 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 NECNA to the City.

ARTICLE XI Non-Discrimination

NECNA 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 and Amendment of Bylaws:

All amendments to these bylaws must be proposed in writing and submitted to the NECNA 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 members of the proposed amendments through public notice or any other methods deemed reasonable by the NECNA 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 vote by the members present at a general meeting, and must be ratified by the Canby City Council prior to becoming amended.

Recommended Boundaries of the NECNA

West

To Ivy Street but not to include Ivy from North 10th to Clackamas River. To include properties within the City Limits Only.

North

Clackamas River from North Ivy to Highway 99E. To include properties within the City Limits Only.

East

Along Highway 99E from Territorial to North 4th Street. To include properties within the City Limits Only.

South

North on N. Pine to N 10th inclusive of NE 8th Place along N 10th to Ivy. Including NE Oak Circle and N. Maple Lane. To include properties within City Limits Only.

Northeast Canby Neighborhood Association
October 1, 2002
Minutes

Temporary Chairperson Leonard Walker began the meeting with a discussion of the boundaries in order to assure that the attendees were actually a part of the newly formed association. Matilda Deas, Canby Planning Department, addressed the attendees on the purpose and the advantages of an association for the benefit of those not present at the last meeting. Questions were asked regarding the value of an association and there was discussion.

Following the discussion of neighborhood associations in general, a motion was made to adopt the boundaries as stated in the description which was attached to the bi-laws.

The motion was seconded. There was a vote and it was unanimously passed.

The next order of business was a discussion of the proposed by-laws. Leonard called on John Hooley to discuss the bi-laws that were created, prior to the meeting, by a separate committee. Without much discussion, the bi-laws were summarized. There was a motion to approve the bi-laws, it was seconded and the vote was unanimous to approve.

Nominations of officers was the next issue on the agenda. Leonard opened the nominations for Chairperson. Leonard was nominated, and with no further nominations; it was seconded. With only one nomination, it was voted for in an open forum and carried unanimously. Chairman Leonard Walker then opened the nominations for Vice-Chair. Dan Leischner volunteered and it was seconded. The members voted and it was unanimously carried. Nominations were opened for Sec/treasurer. Geri Luessen was nominated, no further nominations so it was seconded; voted on and unanimously passed. A motion was made to close nominations; seconded; voted unanimously.

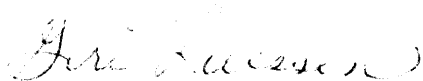
Chairman Walker then asked about whether a "walkabout" group should be formed. There was much discussion and the issue was dropped in favor of various alternative methods of notifying the neighbors. It was generally discussed that e-mail would be used for a means of communication and Geri Luessen and Matilda Deas provided e-mail addresses for the association to use as a contact source.

Agenda issues for the next meeting was then discussed. The major topic raised was a zoning map with future concerns to the residents. Another issue was a

stop sign at Territorial and 99E. There was much discussion with regards to the most efficient way to provide information to the members with the least cost.

Chairman Walker set the next meeting date for November 12th at 7:00 at the Willamette Green Clubhouse. There was a motion to adjourn; seconded ; motion carried.

Minutes submitted by

A handwritten signature in cursive script, appearing to read "Geri Luessen".

Geri Luessen

