

**RESOLUTION NO. 814**

**A RESOLUTION PROVIDING FOR FORMAL RECOGNITION OF THE  
RIVERSIDE 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

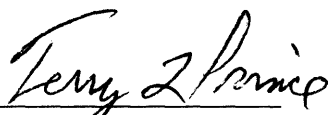
**WHEREAS**, the City Council in order to provide more effective citizen participation requires the development of certain minimum standards that outline the principles, functions and organization of neighborhood associations when providing formal recognition by the City.

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

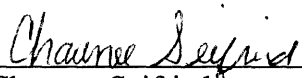
The Riverside Neighborhood Association is hereby recognized as an official Neighborhood Association of the City of Canby, Oregon, subject to compliance with Chapter 2.70.010 through 2.70.050 of Canby's Municipal Code.

This Resolution shall take effect December 4, 2002.

ADOPTED this 4<sup>th</sup> day of December, 2002, by the Canby City Council.

  
Terry L Prince-Mayor

ATTEST:

  
Chaunee Seifried  
City Recorder, Pro-Tem

**RIVERSIDE NEIGHBORHOOD ASSOCIATION**

Election results – 10-22-02  
(All officers hold a two-year term)

**Chairman**

Paul Satter  
407 NW Territorial Rd  
Canby, OR 97013  
503-266-9346 or Satterfamily@cs.com or [paul@pro-lines-sales.com](mailto:paul@pro-lines-sales.com)

**Vice-Chair**

Jan Milne  
668 NW 12<sup>th</sup>  
Canby, OR 97013  
503-266-5352 or [bilne@web-ster.com](mailto:bilne@web-ster.com)

**Recording Secretary**

Sheila Tice  
401 NW Territorial Rd  
Canby, OR 97013  
503-266-6140 or [btice@ieee.org](mailto:btice@ieee.org)

**Communications**

Lloyd Mendenhall  
790 NW 10<sup>th</sup>  
Canby, OR 97013  
503-263-6937

Dana Tyler  
680 NW 20<sup>th</sup>  
Canby, OR 97013  
503-266-3279

Teresa Blackwell  
160 NW 13<sup>th</sup>  
Canby, OR 97013  
503-266-5362

**Treasurer**

Mary Jean Petersen  
744 NW 13<sup>th</sup> Ave  
Canby, OR 97013  
503-266-5014

## **Bylaws**

### **ARTICLE I Purpose**

Section 1 Name of Organization: The name of the organization shall be the Riverside Neighborhood Association.

Section 2 Purpose of Riverside Neighborhood Association: The purposes for which Riverside Neighborhood Association 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, other participating agencies, and other neighborhoods.
- (b) To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
- (c) To perform all of the activities related to said purposes.
- (d) To be organized exclusively for educational, social and charitable purposes.
- (e) Nothing in these bylaws shall preclude an association from forming as a non-profit organization.

### **ARTICLE II Membership**

Section 1 Membership Qualifications: Membership in Riverside Neighborhood Association shall be open to any person 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 Riverside Neighborhood Association, any person meeting this criteria shall be considered a member of the Riverside Neighborhood Association.

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 Membership Voting: All residents, property owners, or businesses located within Riverside Neighborhood Association 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 Riverside Neighborhood Association 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 fundraising activities are encouraged.

### **ARTICLE IV Membership Meetings**

Section 1 General Membership Meetings: There shall be at least two general membership meetings yearly. The meetings shall be convened in April and October and upon any day decided by the majority vote of the neighborhood Officers. Notification for all general meetings shall require fourteen (14) days advance written, E-mail, or telephone notice to all active members of Riverside Neighborhood Association and public notice. Reasonable attempt to notify all Riverside Neighborhood Association members through public notice or any other methods deemed reasonable by Riverside Neighborhood Association shall be made prior to meetings at least seven (7) days in advance.

**Section 2** Special Membership Meetings: the chairperson may call Special meetings of the membership or the vice chair in the chair's absence as deemed necessary. Reasonable attempt to notify all Riverside Neighborhood Association members through public notice or any other methods deemed reasonable by Riverside Neighborhood Association shall be made prior to meetings at least seven (7) days in advance.

**Section 3** Agenda: The chairperson shall prepare the agenda for general and special meetings of the membership. Any member of Riverside Neighborhood Association may make a motion to add an item to the general or special agendas at those respective meetings. 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 Riverside Neighborhood Association 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 Riverside Neighborhood Association shall be a minimum of ten (10) members in attendance. Unless otherwise specified in these bylaws, decision of Riverside Neighborhood Association 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 from a non-member 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 actions or recommendations of the general or special meetings shall be recorded in the minutes, including minority reports. The Office of Neighborhood Associations shall notify the City of any recommendations contained therein.

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

## **ARTICLE V**

### **Neighborhood Officers**

**Section 1** Number of Neighborhood Officers: The Neighborhood Officers shall determine the exact number of officer positions annually. There shall be at least five (5) officers and the Riverside Neighborhood Association may add additional officers as needed.

**Section 2** Terms of Office: 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** Eligibility for Officer Service: Only persons eligible for Riverside Neighborhood Association membership shall be qualified to hold an elected or appointed position.

**Section 4** Duties of Officers: the officers shall manage the affairs of Riverside Neighborhood Association in the interim between general meetings. The officers shall be accountable to the membership; shall seek the views of all affected by any proposed policies or actions before adopting any recommendation on behalf of Riverside Neighborhood Association; and shall strictly comply with these bylaws.

**Section 5** Election of Officers: Officer members shall be elected by a vote of the membership at its even year October 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**      **Officer Vacancies:** The officers may fill any vacancy on the Riverside Neighborhood Association 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) **Chairperson:** The chairperson shall prepare the agenda and preside at all meetings of the officers and membership; shall appoint members of committees, who are not elected, with a majority approval of the officers except for members of the Grievance Committee. The Chairperson shall make all necessary reports to the City of Canby in compliance with the Neighborhood Association Recognition Ordinance. Upon leaving office, the chairperson shall serve in an advisory capacity to the current officers for a period of one year.
- (b) **Vice Chairperson:** The vice chairman shall assist the chairperson; in the chairperson's absence shall function as chairperson.
- (c) **Recording Secretary:** The recording secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings; and shall make records of Riverside Neighborhood Association available for inspection at any reasonable time.
- (d) **Correspondence Secretary:** The recording secretary shall be responsible for all correspondence of Riverside Neighborhood Association.
- (e) **Treasurer:** The treasurer shall be held accountable for all funds and shall give an accounting at each general meeting; shall receive, safekeep and disburse Riverside Neighborhood Association funds, but such disbursement shall require the signature of the Chairperson.
- (f) The Riverside Neighborhood Association may establish additional Committee Chairpersons to serve with the officers as necessary.

**Section 8**      **Officer Meetings:** The officers shall meet at least fourteen (14) days prior to any general or special meeting and at any other time the chairperson may designate. These meetings shall be open session; however, only officers shall be entitled to vote. A majority of the officers shall constitute a quorum for officer meetings; decisions shall be made by majority vote. The officers shall be notified of said meetings in writing, by E-mail or by telephone in advance. A majority of officers, by signed petition, may call an officer, general or special meeting.

**Section 9**      **Emergency Powers of the Officers:** In such cases where the officers are required to provide neighborhood response before a question can be presented to the membership, the officers must indicate to the questioner that this is the case, and shall present the action taken at a special or general meeting within fourteen (14) days, or within a lesser time for ratification by the membership where circumstances dictate.

**Section 10**      **Resignation and Removal:** Any Officer member may be removed from office by an affirmative vote of two thirds of the members of the association present at the meeting, 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**      **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 Riverside Neighborhood Association 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 Riverside Neighborhood Association. Examples of personal financial interest would include Employment by Riverside Neighborhood Association; ownership of property the use or control of which is being considered by Riverside Neighborhood Association; plans to purchase property the use or control of which is under discussion by Riverside Neighborhood Association, etc.

**Section 2**      **Declaring the Conflict of Interest:** Whenever an officer determines that they have 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      Grievance Procedures**

**Section 1**      **Eligibility:** A person or group adversely affected by a decision or policy of Riverside Neighborhood Association may submit in writing a complaint to any member of the Grievance Committee.

**Section 2**      **Complaint Receipt:** Within seven (7) days of receipt of the complaint, the committee shall arrange with the petitioner a mutually acceptable place, day and hour for a review of the complaint, and will, in writing, within thirty (30) days, recommend a resolution of the grievance to the officers.

**Section 3**      **Final Resolution:** The committee shall attempt to resolve the complaint and shall submit a report of their recommendation and/or action to the complainant, officers and membership within fourteen (14) days. If the committee, officers and petitioner cannot reach agreement, attempts shall be made to resolve the complaint through mediation. If these attempts are not successful, final resolution of the complaint shall be by vote of a majority of the membership at a general or special meeting.

## **ARTICLE IX      Indemnification:**

Riverside Neighborhood Association 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 X**

### **Procedure for Consideration of Proposals**

**Section 1**      **Submission of Proposals:** Any person, group, which is not a member of the Riverside Neighborhood Association, may propose in writing items for consideration and/or recommendation to the Riverside Neighborhood Association chair. The officers shall decide whether the proposed items shall be heard by the Riverside Neighborhood Association and, if so, which meeting is most appropriate for the item to be heard.

**Section 2**      Any Riverside Neighborhood Association member or City Department may notify in writing items for consideration and/or recommendation to the Riverside Neighborhood Association chair. The Riverside Neighborhood Association chair shall then schedule the item at a meeting that is mutually acceptable to the officers and the proposer.

## Riverside Neighborhood Association Bylaws

**Section 3 Notification:** The proposer and members directly affected by such proposals shall be notified in writing of the place, day and hour the proposal shall be reviewed not less than seven (7) days in advance by telephone, E-mail, or mail and also by public notice.

**Section 4 Attendance:** The proposer may attend this meeting to make a presentation and answer questions concerning the proposal.

**Section 5** Riverside Neighborhood Association minutes shall be available to the public and a copy of the Riverside Neighborhood Association minutes will be submitted to the Office of Neighborhood Association office.

### **ARTICLE XI Boundaries**

**Section 1 Boundaries:** Boundaries of Riverside Neighborhood Association shall be defined as follows: beginning at the west end of NW Territorial Road; easterly on Territorial to N. Ivy; southerly on Ivy to NW Sixth Avenue; southwesterly on Sixth to N. Grant Street; northwesterly on Grant to NW Knight's Bridge Road; westerly on Knight's Bridge Road to the Molalla River; northerly along the Molalla River to NW Territorial Road.

**Section 2 Boundary Amendments:** Boundaries of the Riverside Neighborhood Association shall be reviewed if the Riverside Neighborhood Association membership exceeds 6000, or upon request by the Riverside Neighborhood Association or adjacent neighborhoods to the Neighborhood Association Office. If the boundaries need to be amended, the Neighborhood Association Office shall work with the Riverside Neighborhood Association and other requesting parties to establish revised boundaries. The revised boundaries shall be voted on and adopted with a majority vote of the members in attendance at a Riverside Neighborhood Association meeting and subject to City Council approval.

### **ARTICLE XII Public Meetings I Public Records Requirement:**

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

### **ARTICLE XIII Non-Discrimination:**

Riverside Neighborhood Association 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 Riverside Neighborhood Association 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 Riverside Neighborhood Association members of the proposed amendments through public notice or any other methods deemed reasonable by the Riverside Neighborhood Association 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, and must be ratified by the Canby City Council prior to becoming adopted or amended.

