

**BYLAWS OF THE SOUTH BURLINGAME
NEIGHBORHOOD ASSOCIATION**

ARTICLE I: Purpose

- Section 1.1 Name of Organization: The name of the organization shall be the South Burlingame Neighborhood Association (SBNA).
- Section 1.2 Purpose of SBNA: The purpose of the SBNA is to enhance the liveability of the area by: 1) establishing and maintaining an open line of communication and liaison between the South Burlingame neighborhood, businesses, government agencies and other neighborhoods, and 2) providing an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.

ARTICLE II: Membership

- Section 2.1 Membership Qualifications: Membership in the SBNA shall be open to all residents, property owners, governmental agencies, business licensees, and nonprofit organizations located within the boundaries of the SBNA, as defined in Article XI of these Bylaws.
- Section 2.1 Membership Voting: All residents, property owners and business licensees located within the SBNA boundaries, 18 years of age or older, shall have one vote each to be cast during attendance at any General Assembly. One representative from each government agency and nonprofit organization located within SBNA boundaries shall have the same privilege as the residents mentioned above.

ARTICLE III: Funding

Charging of dues or membership fees shall not be made, however, voluntary contributions will be accepted. Activities to raise funds for SBNA use may be held if appropriate.

ARTICLE IV: General Assembly

Section 4.1 Annual Meeting: There shall be at least one general membership meeting (General Assembly) yearly. The election of the Board of Directors shall take place at a General Assembly held in May. The chairperson, or any seven (7) Board members, may call additional General Assemblies as required. Notification for all General Assembly meetings shall require seven (7) day advance written or telephone notice to all active members of the SBNA. "Active member" is defined as one who has attended at least one of the last three General Assemblies.

Section 4.2 Attendance and Voting: Any General Assembly, Board, or committee meeting is open to any person, and anyone in attendance is entitled to be heard; however, only those eligible for SBNA membership are entitled to vote. All actions or recommendations of the General Assembly, including minority reports, shall be communicated to all affected parties.

ARTICLE V: Board of Directors

Section 5.1 Composition of Board: The Board of Directors, hereinafter referred to as the Board, shall be composed of a chairperson, a deputy chairperson, secretary, treasurer, and eight (8) other members. The Board shall elect one of its Board members annually to serve as a representative to the Southwest Neighborhood Information, Inc. (SWNI).

Section 5.2 Duties of Board Members:

- a. The chairperson shall call, prepare the agenda for, and preside at all General Assemblies and Board Meetings; and shall, with a majority approval of the Board, appoint committee chairpersons and members of all special committees.
- b. The deputy chairperson shall assist the chairperson and shall function as the chairperson in the chairperson's absence.
- c. The secretary shall keep minutes and written records of all majority decisions and minority opinions expressed at General Assemblies and Board

Meetings.

- d. The treasurer shall be held accountable for all funds and shall give an accounting at each General Assembly. The treasurer shall receive, safekeep and disburse SBNA funds, but such disbursement shall require the signature of one other board member.
- e. The representative to the Southwest Neighborhood Information, Inc. (SWNI), who may hold other Board offices, shall act as a liason between the SBNA and SWNI.

Section 5.3 Duties of the Board: The affairs of the SBNA shall be managed by the Board in the interim between General Assembly meetings.

- a. The Board shall be accountable to the membership for its actions and strict compliance with these Bylaws.
- b. The Board may fill any vacancy on the Board or a committee by majority vote of the Board. A vacancy may be declared by majority vote of the Board in cases involving absences by a Board or committee member from three (3) consecutive meetings or failure of a member to maintain at least fifty percent attendance.
- c. The Board shall meet no less than two (2) weeks prior to any General Assembly and at any time the chairperson may designate. The meetings shall be open to the general membership, however, only Board members are entitled to vote.
- d. Any seven (7) Board members by signed petition may call a Board meeting or General Assembly.
- e. Any four (4) Board members or any four (4) members of the SBNA may add an item to the Board or General Assembly agenda.
- f. The board shall establish a schedule for regular Board meetings which shall be communicated via Southwest Neighborhood Information, Inc. The chairperson may call special Board meeting on 48-hour notice to the Board.
- g. The Board shall respond to government agencies or other groups requesting ideas or opinions of the SBNA. Whenever reasonable, all responses made by

the Board shall be referred to the General Assembly. The majority and minority reports must be communicated to affected parties by the Board. In such cases where the Board is required to provide neighborhood response before the question is presented to the General Assembly, the Board must indicate that this is the case, and shall present the action taken at the next General Assembly.

ARTICLE VI: Committees

Section 6.1 Standing Committees: The Board, by majority vote, may establish standing committees for purposes deemed appropriate by the Board.

Section 6.2 Special Committees: Special committees may be established by the chairperson.

ARTICLE VII: Elections

Section 7.1 Eligibility: Only persons eligible for SBNA membership shall be qualified to hold an elected or appointed position.

Section 7.2 Board Members:

- a. Members of the Board shall be elected to serve until the following May election meeting. The election at the May meeting may be by nomination from a nominating committee appointed by the chairperson and from the floor and requires a majority vote of the membership present. The Board membership election will be held in May of each year as indicated in Article IV.
- b. In addition to nominations from the floor, the Board, functioning as a nominating committee, may nominate a candidate for each Board position. In considering potential candidates, the Board shall consider level of interest, experience, locational balance, prior activities, and such other factors as may be deemed relevant. Any nominee for chairperson must have served on the preceding Board.

Section 7.3 Impeachment: Any holder of an elected position may be removed and replaced either by majority vote of the General Assembly or by a vote of 2/3

(two-thirds) of the members of the Board.

Section 7.4 Quorum: The number of members present at a General Assembly shall constitute a quorum. A majority of the membership of the Board shall constitute a quorum.

ARTICLE VIII: Grievance Procedure

Section 8.1 Complaint: Any member of the SBNA may submit a written complaint to any member of the Board, co-signed by two or more non-related individuals.

Section 8.2 Consideration and Recommendation: Within 30 days of receipt of a complaint, the Board shall meet on the complaint with those individuals signing the complaint, and in writing recommend a resolution of the grievance to the Board at the next Board meeting.

Section 8.3 Final disposition: Final disposition of any complaint shall be by vote of the Board unless referred to the membership at the next General Assembly.

ARTICLE IX: Participation of Affected Parties

Section 9.1 The Board shall be responsible for the execution of this article.

Section 9.2 Any person or group inside or outside the boundaries of the SBNA, and any governmental agency may propose in writing items for consideration and/or recommendation to the Board. The Board shall decide whether proposed items will appear on the agenda of either the Board, Standing Committees or General Assembly.

Section 9.3 Within ten (10) days of such proposal the chairperson shall inform the originator, in writing, of the date, time and place the item shall be heard.

Section 9.4 Persons affected by proposed policies or actions shall be notified and their views solicited before any recommendations are adopted.

Section 9.5 Upon hearing the proposal and reviewing evidence and testimonies, one of the following recommendations shall be made:

- a. Accept the proposal;
- b. Deny the proposal;
- c. Request deferral of the proposal;
- d. Request withdrawal of the proposal; or
- e. Request a resubmission with recommended change.

Section 9.6 Documentation of the reason for the recommendation and dissenting views shall be recorded and reported to the originator, the Board and the active membership within a reasonable time after the hearing.

ARTICLE X: Adoption and Amendment of Bylaws

Adoption of and amendments to these Bylaws shall require a two-thirds (2/3) vote by the members present at a General Assembly.

ARTICLE XI: Procedures

The SBNA may follow Robert's Rules of Order (Revised) in any area not covered by these Bylaws.

ARTICLE XII: Boundaries

Section 12.1 Boundaries: Boundaries of the SBNA shall be defined as follows:

- a. Beginning at the intersection of SW Taylor's Ferry Road and SW Boones Ferry Road; thence westerly along Taylor's Ferry to its intersection with SW Spring Garden Road; thence northwesterly along Spring Garden Road to its intersection with SW 20th Avenue; thence northerly along 20th avenue and its projection to its intersection with Interstate 5; thence northeasterly along I-5 to its intersection with the northerly projection of SW Tenth Avenue; thence northerly along said projection to its intersection with SW Barbur Boulevard; thence northeasterly along Barbur Boulevard to its intersection with SW Miles Street; thence easterly along Miles to its intersection with SW Brier Place; thence southerly along Brier to its intersection with SW Canby Street; thence easterly along Canby and its projection to SW Taylor's Ferry Road; thence

southwesterly along Taylor's Ferry to the point of beginning (see attached map).

- b. The boundary of the SBNA shall run along the center line of all right-of ways and projections mentioned above.

Section 12.2 Expansion of Boundaries: The right of petition to be included within the boundaries of the SBNA shall be guaranteed to residents of areas immediately adjacent to the SBNA boundaries. A petition for inclusion shall contain signatures of at least a majority of those who qualify as members of the SBNA in the area sought to be included, and shall require two-thirds (2/3) approval of the General Assembly.

ARTICLE XIII: Non-Discrimination Policy

The SBNA shall not discriminate against any individual or group on the basis of race, religion, national origin, gender, sexual orientation, age, disability, income, or political affiliation in any of its policies, recommendations, or actions.

ARTICLE XIV: Public Meetings and Public Records Policy

The SBNA shall comply with Oregon Law regarding public meetings and public records. Minutes must be taken at each General Assembly, Board and committee meeting. All official SBNA action taken must be on the record or reflected in the minutes of each meeting. The minutes shall include the substance of each topic discussed, a record of attendance, how each member voted, and the result of any vote taken.

South Burlingame Nbd. Assn.

NO
DATE

Matches
except for



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