

What a Neighborhood Association needs to know about the updated Standards

This document attempts to answer frequently asked questions about the Standards for Neighborhood Associations, District Coalitions, Business District Associations and the Office of Neighborhood Involvement specifically relating to Neighborhood Associations. Please refer to the actual Standards when seeking specific language for use as a reference.

Why Standards for Portland's neighborhood system?

The Standards create a framework by which the people of the City of Portland may effectively participate in civic affairs and work to improve the livability and character of their Neighborhoods and the City. Since City Council first established a neighborhood system in 1974 there have been rules establishing the basis for City recognition of Neighborhood Associations, District Coalitions, Office of Neighborhood Involvement and the responsibilities and benefits accruing thereto. In the 1990's they added the basis for city acknowledgement of Business District Associations and their responsibilities as well.

Neighborhood Associations are the cornerstone of the City of Portland's commitment to public involvement. In effect, these rules ensure inclusion, accountability and transparency in the deliberative process through which Neighborhood Associations go about making decisions and policy recommendations. Such input from Neighborhood Associations help advise public policy and budget discussions by government agencies and elected officials.

Where to get copies of the Standards?

You can find information on the Standards at the ONI Website:

<http://www.portlandonline.com/oni/index.cfm?c=40257>

You can request print copies of the Standards by contacting the Office of Neighborhood Involvement at 503-823-4519.

Who can help answer questions about the Standards?

Please contact staff at your District Coalition for assistance, especially when seeking help to update and amend your bylaws. District Coalitions can provide Board orientations to review responsibilities of your Board. Contact info at:

<http://www.portlandonline.com/oni/search/>

Central Northeast Neighbors	503-823-3156
East Portland Neighborhood Office	503-823-4550
Neighbors West/Northwest	503-823-4288
North Portland Neighborhood Services	503-823-4524
Northeast Coalition of Neighborhoods	503-823-4575
Southeast Uplift Neighborhood Program	503-232-0010
Southwest Neighborhoods, Inc.	503-823-4592

You can also contact Brian Hoop at the Office of Neighborhood Involvement, 503-823-3075 or bhoop@ci.portland.or.us

What are key new changes relating to Neighborhood Associations?

Below is a summary of ten key changes made to the Standards that affect Neighborhood Associations:

1. Criteria for minimum size of Neighborhood Associations established at 100 acres and 200 households and/or businesses. Existing groups grandfathered in. *ONI Standards: Sec. III, A, 1, a, iv*
2. Membership criteria must include persons holding a business license located within the association's boundaries. The business still only gets one vote like everyone else. *ONI Standards: Sec. III, A, 2*
3. Non-discrimination statement added gender identity as a protected group. The Standards follow established City civil rights policy. *ONI Standards: Sec. III, A, 3*
4. Need to ensure bylaws and Articles of Incorporation are in harmony. This encourages you to make sure your bylaw's mission and purpose statement still reflect the Articles of Incorporation. *ONI Standards: Sec. III, A, 4*
5. Neighborhood Associations are now required to follow open meetings and public records policy established in these Standards. *ONI Standards: Sec. III, A, 6 and Section VIII*
6. The definition of what can be grieved is narrowed. Grievance procedures now need to more clearly define delegation of duties to receive and process grievances and establish timelines for resolving grievances brought to an Association. *ONI Standards: Sec. III, A, 7 and Sec. VII*
7. Communication policies apply to electronic media of neighborhood associations as well as print media. *ONI Standards: Sec. IV, B, 2, a*
8. Clarification in communication policy that Neighborhood Associations may take positions on ballot measures and referendums. City funds can not be spent communicating those positions. *ONI Standards: Sec. IV, B, 2, a, iii*
9. Clarification that mailing and membership lists are the property of the Neighborhood Associations and are not subject to public records requests. *ONI Standards: Sec. IV, B, 2, a, viii*
10. Processes for changes in organizational affiliation of Neighborhood Associations are now provided in greater detail. *ONI Standards: Sec. IV, E*

What do Neighborhood Associations need to know about producing newsletters, web sites, and email lists?

The City of Portland provides public funding to District Coalitions for use by Neighborhood Associations for the purpose of communication efforts to members and residents and businesses in their neighborhoods. These rules are meant to ensure public resources are used responsibly and to encourage accountability and transparency in Neighborhood Association communications.

A change to the Standards is that District Coalitions and Neighborhood Association sanctioned communications now include both print and electronic media.

For Neighborhood Association sanctioned communications:

1. The Association is responsible for the content of their respective communications. *ONI Standards: Sec. IV, B, 2, a, i.*
2. All positions taken or recommendations voted on are matters of record and may be reported in newsletters or reflected in official communications. *ONI Standards: Sec. IV, B, 2, a, ii.*
3. The Association shall not take positions in support of or opposition to any political candidate or party. They may take positions on ballot measures and referendums. *ONI Standards: Sec. IV, B, 2, a, iii.*
4. Neither City supplied funds nor private funds shall be used for communications in support of or in opposition to any political candidate. *See more details in ONI Standards: Sec. IV, B, 2, a, iv.*
5. The presentation of personal opinions must be identified as such and the name of the author must be included. *ONI Standards: Sec. IV, B, 2, a, v.*
6. Communications should not include statements that could be considered libelous or defamatory. *ONI Standards: Sec. IV, B, 2, a, vi.*
7. Copies of newsletters need to be on file at your District Coalition. For non-affiliated Associations they need to be on file with ONI. *ONI Standards: Sec. IV, B, 2, a, vii.*
8. Mailing and membership lists are the property of the Neighborhood Association and are not subject to public records requests. *ONI Standards: Sec. IV, B, 2, a, viii.*

Why do Neighborhood Associations seek recognition from the City of Portland?

Neighborhood Associations voluntarily seek recognition by the City's Office of Neighborhood Involvement (ONI). In order to be eligible for the range of services provided by ONI, the District Coalitions, and to receive notices from City bureaus the Standards establish certain minimal requirements that ensure Associations meet expectations to operate their organizations and encourage public participation that is inclusive, transparent, and accountable.

What is required of a Neighborhood Association to be recognized?

In order to be recognized, Neighborhood Associations need to follow the Standards establishing the following:

1. How boundaries are created, modified, and how to deal with overlaps, *ONI Standards: Sec. III, A, 1*
2. Membership criteria, *ONI Standards: Sec. III, A, 2*
3. Adherence to non-discrimination, *ONI Standards: Sec. III, A, 3*
4. Maintaining updated bylaws with their Coalitions and ONI (see below for what needs to be in them) *ONI Standards: Sec. III, A, 4*
5. Meeting requirements, *ONI Standards: Sec. III, A, 5*
6. Adherence to open meeting and public records rules, *ONI Standards: Sec. III, A, 6 and Sec. VIII*
7. Grievance procedures that adhere to the Standards, *ONI Standards: Sec. III, A, 7 and Sec. VII*
8. Membership is free, no dues, *ONI Standards: Sec. III, A, 8*
9. Encouragement of business involvement, *ONI Standards: Sec. III, A, 9*

What are the benefits of being recognized?

1. Listing in a directory so City agencies can send notices to and communicate with Associations, *ONI Standards: Sec. III, B, 1.*
2. Placement on Neighborhood maps and brochures, *ONI Standards: Sec. III, B, 2.*
3. Notification by City agencies on matters that fall within your boundaries, *ONI Standards: Sec. III, B, 3.*

4. Support services when affiliated with a District Coalition. This may vary between Coalitions depending on the work plan priorities established by their Boards of Directors and funding capacity of the Coalition. These may include assistance with general communications such as newsletters, grant writing, activity planning, public relations, outreach efforts, information and referral and other technical assistance such as how to work with the City on land use issues. *ONI Standards: Sec. III, B, 4.*
5. Crime prevention support services from the Office of Neighborhood Involvement Crime Prevention Center, *ONI Standards: Sec. III, B, 5.*
6. While not referenced in the Standards the Bureau of Development Services does grant Neighborhood Associations the ability to appeal land use hearing decisions at no cost.

Expanding outreach efforts to diverse communities

The Standards now reference efforts by District Coalitions and the Office of Neighborhood Involvement to provide support services for inclusion and outreach efforts to engage diverse constituency groups in Neighborhood Association activities. ONI and the District Coalitions have been advocating for new resources to assist with these efforts. It is likely with the new fiscal year beginning July 2006 there will be new funding to assist such efforts.

Depending on the capacity of each Coalition this may include assistance with outreach efforts to diverse constituency groups, building partnerships with other community-based groups, providing resources for making meetings and communications accessible such as language translation and interpretation, setting up child care at meetings, etc. *ONI Standards: Sec. IV, B, 2, b*

Other Services from the Office of Neighborhood Involvement

The Neighborhood Resource Center (NRC) coordinates the citywide neighborhood system by contracting with seven District Coalitions to provide direct services to their respective Neighborhood Associations. The Bureau will develop an annual work plan in coordination with ONI's Bureau Advisory Committee and District Coalitions. The NRC will work with Coalitions to provide:

- Management of District Coalition contracts,
- Maintain directory of neighborhood contacts so bureaus can send notices,
- Advocate for increased funding for neighborhood system,
- Provide leadership skills workshops in coordination with Coalitions,
- Provide neighborhood demographic data, database of diverse community groups, and other technical assistance to assist with outreach efforts to diverse constituencies.

ONI Standards: Sec. V, A thru J.

What needs to be in an Association's bylaws?

The bylaws need to be filed with your District Coalition and Office of Neighborhood Involvement. Whenever you make amendments to your bylaws please forward copies ASAP to your District Coalition and ONI. (*ONI Standards III: A, 4*). ONI will review the bylaws for compliance with the Standards and inform the association of suggested adjustments.

The records on file on the ONI website are the records that other City bureaus will refer to when needed, such as in some land use reviews that go before a Hearings Officer. A land use applicant might refute if an Association followed procedures outlined in their their bylaws when making a decision on a land use application, for example.

A Neighborhood Association must minimally address the following topics in their bylaws:

Boundaries

- Boundaries are clearly stated. No overlaps unless agreed to in writing. The Standards provide further procedures for modifying boundaries, dealing with overlapping boundary disputes, and boundaries falling outside City limits. There are new minimum boundary size requirements for establishing new Neighborhood Associations of 100 acres and 200 households and/or businesses. Existing Associations are not affected by this new rule. *ONI Standards: Sec. III, A, 1*

Membership criteria

- Description of membership criteria. Collection of monetary dues is not allowed. Must minimally describe that all residents, property owners, or individuals holding a business license in the neighborhood can be a member. This does not prevent your Association from including others, for example, people who are employed or go to school in your neighborhood, non-profit or government institutions located within your boundaries. (Representatives of businesses and other institutions get one vote only, however.) *ONI Standards: Sec. III, A, 2*

Non-discrimination

- Provide non-discrimination clause recognizing certain protected individuals or groups including on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income or political affiliation. The City added Gender Identify to the City Code Civil Rights chapter several years ago. *ONI Standards: Sec. III, A, 3*

Meeting requirements

- Establishment of your own meeting requirements such as how often the board and general meetings are held, for example. This is simply to provide

accountability and transparency to the public for when they can expect meetings to be held and board elections to take place. Each association can determine these on their own. *ONI Standards, Sec. III, A, 5*

Open meetings and public records policy

- Neighborhood Associations need to reference they will comply with open meetings and public records policy established in these Standards. (See *details below.*) This is a big change from previous rules that required Associations to follow State of Oregon Open Meetings and Public Records law. *ONI Standards: Sec. III, A, 6*

Grievance (or conflict resolution) procedures

- Neighborhood Associations need to include provisions for resolution of grievances, which shall abide by these Standards. The new requirements include time limitations for filing grievances and for responses from Associations. It also narrows the definition of what can be grieved. (See *details below. Sample bylaws with suggested language are available.*) *ONI Standards: Sec. III, A, 7*

Other provisions to include in bylaws

- Neighborhood Associations need to devise provisions in their bylaws for the following (*ONI Standards: Sec. III, A, 4*):
 - Adoption and amendment of bylaws,
 - Establishment of a quorum, which must be either a fixed number or number that can be calculated from a clear formula. This means defining quorum as whoever shows up is not acceptable. (See *ONI Standards: Sec. VIII: B, 6 for details on quorums.*)
 - How agendas are set.

Are your Articles of Incorporation updated?

- If incorporated as a non-profit corporation with the State of Oregon Secretary of State Corporation Division, which most Neighborhood Associations are, you are encouraged to revisit your Articles of Incorporation to check that they are still in harmony with your bylaws. The purpose of this is a reflection of the fact that many Associations have existed in excess of twenty or thirty years and few current Neighborhood Leaders have probably reviewed their Articles of Incorporation even though their bylaws may have been updated several times. Articles of Incorporation are brief documents establishing the mission and purpose of the organization. They are recorded with the Secretary of State at the inception of the organization. To get copies of Articles contact the Secretary of State: (503) 986-2317 or <http://www.filinginoregon.com/copies/index.htm>
ONI Standards: Sec. III: A, 4

Other operating issues to consider for Neighborhood Associations

This section describes some expectations for typical activities of Neighborhood Association or topics not covered in other Sections.

Communication

Refers to Section IV, B, 2 that describes minimal expectations for Neighborhood Association sanctioned communications, especially in relation to what City funds can and can not be used for. *ONI Standards: Sec. III, C, 1*

Mediation and Grievances

Encourages use of mediation services to resolve conflict and when necessary consult both the grievance section in your bylaws and Section VII in the Standards. *ONI Standards: Sec. III, C, 2 and 4*

Resolution of Boundary Disputes

Provides steps to take if boundary disputes arise through their final resolution. Neighborhood Associations are encouraged to work out disputes together or proceed with alternate processes that must be agreed to in writing. Ultimately, if the conflict is not resolved within six months ONI shall make a determination. *ONI Standards: Sec. III, C, 3*

Liaison to District Coalition Board

In order to have a voice in the operation and budget of your coalition, Neighborhood Association must participate as a member of its District Coalition board of directors. Each Neighborhood Association that elects to participate should have a written procedure for selecting a delegate(s) to the District Coalition board. *ONI Standards: Sec. III, C, 5*

Newly recognized or unaffiliated Neighborhood Association's affiliation with a District Coalition

Describes procedure for Associations to affiliate with a District Coalition. *ONI Standards: Sec. III, C, 6*

Positions on electoral issues

Positions shall not be taken in support of or opposition to any political candidate or party. Positions may be taken on ballot measures and referendums. *ONI Standards: Sec. III, C, 7*

What has changed about the Grievance and Appeal Procedures sections?

These updated Standards provide for a just and fair grievance procedure that provides more clarity around responsibilities and timelines to respond to and process grievances. One-on-one dialogue and use of mediation are still encouraged as the preferred means of conflict resolution.

NOTE: This is a summary of key topics. Please see actual Standards for full text.

Narrower scope of what can be grieved

A key change is that grievances are defined with a narrower scope limited to procedural violations of a group's bylaws or ONI Standards that directly affect the outcome of a group's decision. This means someone cannot file a grievance simply because they disagree with the outcome of a group decision. *ONI Standards: Sec. VII, B, 1*

What needs to go in bylaws

Neighborhood Association bylaws, at a minimum, will need to include the following (*ONI Standards: Sec. VII, C, 3*):

1. **Eligibility to Grieve:** Description of who can grieve. Persons or groups that feel they have been harmed by a violation of the ONI Standards or the bylaws that has directly affected the outcome of a decision of the Association. Grievance must be submitted within 45 business days of the alleged incident.
2. **Processing the Grievance:** Designate who grievances are to be submitted to for consideration, (president/chair, designated officer, or Grievance Committee, for example).
3. **Final Resolution:** The grievance must be reviewed, have a final decision rendered, and responded to the grievant within 60 calendar days from receipt of the grievance.

Deliberations on grievances and response format

A hearing with opportunities for public comment shall be open to the public. Deliberations of the decision-makers may be held in executive session. However, the decision needs to be made in a public meeting. The response shall be in writing and include supported findings of the decision. The findings shall be public record. You are encouraged to save files in case of appeal. *ONI Standards: Sec. VII, C, 3, d and e.*

Appeals of grievance decisions

A grievant has fourteen calendar days to appeal to the appropriate District Coalition, or ONI in the case of unaffiliated Associations. Timelines and procedures for District Coalitions and ONI to review and consider appeals of grievances are also outlined in the Standards. *ONI Standards: Sec. VII, D and E*

What has changed about the Open Meetings and Public Records sections?

Neighborhood Associations were directed to follow the State Open Meetings and Public Records rules (Oregon Revised Statutes Chapter 192) in the previous Guidelines since 1987 and City Code Title 3.96 going back to the establishment of a neighborhood system in 1974.

With the adoption of these Standards Neighborhood Associations are now directed to follow these locally developed procedures for ensuring openness and accountability in our public participation efforts. The State laws were designed primarily for elected officials and committees authorized to make decisions on their behalf. These rules are designed with the unique needs of neighborhood volunteer-based organizations in mind.

NOTE: Please refer to actual Standards for full text.

Deliberating, Making Decisions, and Voting

Decisions Shall Be Made At Open Meetings

Decisions, and the deliberations towards them, must be made at meetings open to the public. *ONI Standards: Sec. VIII, C.*

This means all decisions and policy recommendations that establish the position of the Association such as making a decision on a land use issue, or taking a position on City budgets, or providing a policy recommendation on a bureau project, for example, must be made at public meetings where notice has been provided, votes taken, and minutes recorded. *ONI Standards: Sec. VIII, B, 2 and VIII, D.*

If you intend to make decisions Neighborhood Associations are required to publicize notice, have quorum, and record minutes for that meeting. General and board meetings typically meet this threshold. *ONI Standards: Sec. VIII, B, 5.*

What can be discussed outside of meetings?

“Decision” does not include routine day-to-day decisions such as preparing the agenda, performance of committee chair duties as authorized in bylaws, implementing projects for which decisions are already made such as coordinating logistics for clean-ups or tree plantings, for example. Subcommittees or informal groups of members that do not have the authority to make a “decision” can

accomplish such work via email, phone or in a meeting without notice, quorum or minutes. *ONI Standards: Sec. VIII, B, 2*

Quorum: Who needs to be present to make decisions

Neighborhood Associations must establish a minimum number of general membership, board or committee members who must be present in order to take a vote that results in a decision. This means you must establish either a fixed number (such as 20 people for general meetings), or a number that can be calculated from a clear formula (such as 1/3 of board members). Groups can no longer simply say quorum is whoever shows up. *ONI Standards: Sec. VIII, B, 6.*

Executive sessions: When meetings can be closed to the public

Executive sessions are allowed in which whole or part of a meeting is closed to certain persons. Deliberations are allowed in executive sessions but final decisions must still be made in public meetings. Participation can be limited to members of the governing body, others reporting to the body on the subject of the executive session, and the media. *ONI Standards: Sec. VIII, B, 3 and VIII, D, 2.*

Topics that can be discussed and considered privileged are limited to personnel matters, mediation of personal disputes, consultation with legal counsel, consideration of records exempt from public release, preparation for presentation of testimony in appeals of land use decisions, and consideration of grievances. (You still need to allow an opportunity for public testimony about grievances). *ONI Standards: Sec. VIII, D, 2.*

Executive Authority: Delegating decision making to subcommittees

Neighborhood Associations can delegate authority to subcommittees, as defined in their bylaws, to deliberate and make decisions on behalf of a Neighborhood Association. An example is empowering a land use committee to make decisions on Land Use Reviews when it's impractical for the board or general membership to meet by a deadline. Such committees authorized to make decisions would need to comply with these meeting rules. *ONI Standards: Sec. VIII, B, 9*

Voting on motions and resolutions must be done at meetings

Voting on motions and resolutions may be done orally, by a show of hands, or by a written ballot that contains the name of the member voting and the vote of that member. Only persons who are present at the meeting can vote. Proxy voting and voting by mail is prohibited. Upon the request of any voting member, a show of hands shall follow an oral vote. Any written ballots must be retained for 60 days before discarding in case someone wants to review them. *ONI Standards: Sec. VIII, J*

Elections of officers and board members may be done by secret

For election of officers, board members, and other representatives or delegates, voting may be done by secret ballot. Voting in elections of board members and officers may go beyond the meetings for up to 24 hours. This means you can advertise a ballot box location, such as a District Coalition office, where ballots may be deposited up to 24 hours after the meeting. Any written ballots must be retained for 60 days before discarding in case someone wants to review them.

ONI Standards: Sec. VIII, J, 1

Notice for Meetings

Seven days advance publicity to general public for meetings

Notice to the general public must be given a minimum of seven days before the meeting. *ONI Standards: Sec. VIII, E, 1, a, vi.* Publication of the notice can be made in any one of the following means (*ONI Standards: Sec. VIII, E, 1, a, i-v*):

- ❑ Neighborhood Association or District Coalition newsletters,
- ❑ Community newspaper calendars,
- ❑ Posted on the ONI website calendar (your District Coalition staff are already posting meetings here, but you are responsible to make sure they have accurate date, time and locations of meetings),
- ❑ Other established practices in your association such as door-to-door canvas, phone banks, posting notices at community bulletin board, etc.

While having the meeting posted in a Coalition newsletter or on the ONI web site technically would suffice, we strongly encourage each Association to develop an ongoing outreach strategy that includes mail, posting notices at local shops, telephone trees, door-to-door distribution of fliers, and/or email lists.

24 hours direct notice for contacting members

One exception is that direct notice can be given a minimum of one day before the meeting to members of the organization, board, committees, and individuals who have requested notice. *ONI Standards: Sec. VIII, E, 1, b.*

This means the association is expected to make a reasonable effort to directly contact the above individuals including:

- Neighborhood Association members that you have on your database via email, phone, mail, etc.,
- People who have specifically provided written notice that they want to be notified about an upcoming topic, such as interested media, and,
- People directly impacted by an upcoming topic and may not have even specifically requested direct notice, such as applicants in land use and liquor license reviews, for example. Their contact info is typically on an LUR (Land Use Review) or Liquor License renewal notice form. *ONI Standards: Sec. VIII, E, 2.*

Exceptions allowing for 24 hours notice for emergency meetings

If a matter must be discussed or a decision made with less than the required seven day's notice, the Association can call an emergency meeting. There must be at least 24 hours notice, however. Minutes must state the nature of the emergency and why the meeting could not be delayed to allow for at least seven days' notice. Decisions and deliberation toward a decision may only be made on the topic for which the emergency meeting was called. *ONI Standards: Sec. VIII, F.*

What needs to be in the notice?

Notice shall state date, time, place, and brief description of topics on the agenda. This doesn't mean the entire agenda has to be prepared but simply a rough outline of the key topics to be discussed. Providing agenda items in advance is a challenge for many associations. We recognize most print calendars don't provide space for agenda items and that often you don't know the agenda weeks in advance.

You can meet this requirement by establishing a pattern of posting these agenda items on your web site or having your District Coalition post them up on a bulletin board. Make a practice of letting people know agendas will always be posted there. It is also possible to post text of agenda items on the ONI web calendar. You will need to work with your coalition staff to coordinate taking advantage of this option. Other agenda items not known when notice is given may be added at the meeting. *ONI Standards: Sec. VIII, E, 3.*

Creating inclusive meeting environments

Meeting location

Meetings need to be in a single physical location open to the public. Recognizing that some associations are increasingly having trouble finding public meeting locations within their boundaries, it is ok to have them outside your boundaries if no other options exist. However, make every effort to find a location as close to your neighborhood as possible. *ONI Standards: Sec. VIII, G, 1.*

Non-discrimination and meeting location

Meetings shall not be held in locations where any person attending the meetings would face discrimination on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income or political affiliation. It is not required that an Association know in advance if the host institution providing a meeting space may have any discriminatory policy. However, if it is brought to the attention of the Association that a participating member faces discrimination for the above circumstances the Association needs to find a new meeting location. *ONI Standards: Sec. VIII, G, 2.*

Meetings need to be accessible to people with disabilities

Meetings shall be held in locations accessible to people with disabilities. Again, the Association needs to make a reasonable effort to consider if their meeting location is accessible. It's not required that the Association know in advance all possible barriers to participation. If it is brought to the attention of the Association that a member is unable to participate due to a physical barrier then the Association needs to find a new meeting location. ONI's Disability Program Coordinator is available to meet with you to review accessibility issues. Call 503-823-2036. *ONI Standards: Sec. VIII, G, 3.*

Providing language translation services

When requests are made in advance of a meeting for assistance with language interpretation for individuals who do not speak English as their primary language or sign language for hearing impaired people Neighborhood Associations need to work with their District Coalition to make a good faith effort to provide these services. ONI is working to secure additional funding in the 2006-07 fiscal year for Coalitions and Associations to respond to a limited number of requests for such assistance. *ONI Standards: Sec. VIII, G, 4.*

Use of telephones and emails for holding meetings

Use of email for deliberating and making decisions where a quorum of members is participating is not allowed. While it is recognized that an increasing number of Associations are utilizing email groups, web site forums and blogs for discussion on a wide range of topics a goal of the neighborhood system is to provide for open and public meetings where the widest range of members of an

Association may participate. Unfortunately, the digital divide still limits access to computers and emails for some one-third of Portland residents.

People may participate via speaker-phone in meetings that are otherwise in a single location. Meetings held solely or primarily by telephone shall only be held in extraordinary circumstances, and people have a right to listen in on these meetings. *ONI Standards: Sec. VIII, G, 5.*

Chairperson's authority to control public participation and disruptions

The chair of the meeting controls the extent of public participation subject to any controlling bylaws or other group rules. The public is entitled to be present. The chair may have anyone removed who disrupts a meeting after receiving at least one verbal warning during the same meeting. This is a basic component of parliamentary procedure as a means of dealing with difficult people. *ONI Standards: Sec. VIII, H and I*

Minutes and making records available to public

Minutes: What needs to be included in minutes?

Minutes must be recorded at every general, board or committee meeting where a quorum exists to deliberate and make decisions on behalf of the Association.

Minutes shall include:

- Members in attendance,
- Summary of discussion and all actions, (including motions and resolutions stated in full),
- The results of votes taken (disposition), and,
- Summary of minority opinions on topics on which a vote is taken.

The recorder of minutes is only responsible for summarizing the discussion and minority viewpoints expressed at the meeting. You are not expected to know the opinions of participants from discussions preceding the meeting. Summarizing means only a brief description of no more than several sentences. Minutes do not have to be verbatim transcripts of the meeting. *ONI Standards: Sec. VIII, L, 1.*

Minutes shall be put in writing and made available to the public, except for minutes from executive sessions, within a reasonable time after the meeting. Forward copies of meeting minutes to your respective District Coalition. Neighborhood Associations unaffiliated with a District Coalition are required to forward copies of their meeting minutes to the Office of Neighborhood Involvement, Neighborhood Program. *ONI Standards: Sec. VIII, L, 2.*

Public has a right to see minutes and other records

Any person may inspect the records of a Neighborhood Association or District Coalition, except certain exempted documents listed in Standards. You may charge reasonable fees for making records available, including fees for copying and employee time. *ONI Standards: Sec. VIII, M and N.*

Archive minutes and key records at Coalition offices

Promptly deliver copies of minutes, updates of bylaws, articles of incorporation, records of tax-exempt status, and records of grievances to the District Coalitions with which you are affiliated. Unaffiliated Neighborhood Associations shall promptly deliver these documents to the Office of Neighborhood Involvement.

Certain records shall be retained permanently including minutes of board, committee, and general membership meetings, articles of incorporation, records of tax-exempt status, and records of grievances. Other records should be retained while they are current including bylaws and other operating rules. Other business records are listed, such as correspondence, which should be retained for seven years. *ONI Standards: Sec. VIII, O.*