

# **South Portland Neighborhood Association Bylaws**

(Adopted by SPNA Board on November 2, 2016)

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**ARTICLE I NAME OF ORGANIZATION**

The name of the association is the South Portland Neighborhood Association (SPNA).

**ARTICLE II PURPOSE**

The purposes for which the neighborhood association is organized are:

**To enhance** the livability of the South Portland neighborhood and Portland by establishing and maintaining an open line of communication and liaison among the neighborhood, government agencies and other neighborhoods.

**To provide** an open forum by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.

**To ensure** that the South Portland community exerts a maximum degree of self-determination with regard to issues that affect it.

**To pursue** any other objectives as may be approved by the SPNA Board from time to time.

**To perform** all of the activities related to said purposes, to have and enjoy all of the powers granted, and engage in any lawful activity for which nonprofit corporations may be organized under ORS Chapter 65. The SPNA is organized exclusively for educational, charitable, research, and exchange of information purposes consistent with its status as a public benefit corporation. The Neighborhood Association shall not take positions in support of or opposition to any political candidate or party. It may take positions on ballot measures and referendums.

**To inform** general members of plans and actions affecting them or neighborhood livability, to encourage participation in addressing these issues, and to make recommendations on plans and decisions that affect the Association community, including but not limited to:

- Make recommendations(s) concerning a particular action, policy or other matter to any City agency on any topic affecting the livability, safety and economic vitality of the Neighborhood, including but not limited to land use, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality and public safety; and,
- Assist City agencies in determining priority needs of the Neighborhood; and,
- Review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvement; and,
- Undertake projects and activities deemed appropriate by the neighborhood Association; and,
- Cooperate with other neighborhood associations and ONI to create district coalitions.

**ARTICLE III BOUNDARIES**

**Northern:** Commencing at the intersection of SW Broadway Avenue, SW Broadway Drive and Interstate 405, east along Interstate 405 to the center of the navigation channel of the Willamette River;

**Eastern:** Then south along the center of the navigation channel of the Willamette River past the Sellwood Bridge to the end of the city boundary running contiguous with the center of the navigation channel;

**Southern:** Then southwest along the city boundary to SW Macadam (just north of SW Radcliffe), and then north along a line formed by SW Macadam, SW Taylors Ferry Rd, SW Canby Street right of way extension, SW Brier Street and SW Miles Street to SW Barbur Boulevard;

**Western:** Then north on SW Barbur Boulevard to SW Curry Street; then west on a line formed by extension of SW Curry to the east side of SW Terwilliger Parkway; then north along the east side of SW Terwilliger Parkway to SW Hooker Street, then west on SW Hooker Street to SW Terwilliger Blvd, then north on SW Terwilliger Blvd to lamppost 16 at Duniway Park; then north across Duniway Park to SW 6th Avenue, then continuing north on SW 6th Avenue to SW Caruthers Street; then west on SW Caruthers to SW Broadway Drive; then north on SW Broadway Drive to the point of beginning.

The Association boundaries run along the centerline of the rights-of-way and projections mentioned above.

## **ARTICLE IV MEMBERSHIP**

### **Section 1 Nondiscrimination**

The neighborhood association will not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, language, income, or political affiliation in any of its policies, recommendations or actions.

### **Section 2 Qualifications**

Membership in the Neighborhood Association shall be open to all residents, real property owners, business owners or licensees, and nonprofit organizations located within the boundaries as defined in ARTICLE III of these bylaws. A business entity or a non-profit organization may appoint a single representative. The appointment shall be submitted in writing to the SPNA Chair. Appointments shall be renewed annually prior to April elections.

### **Section 3 Voting**

All members as defined above, eighteen (18) years of age or older, shall have one vote each to be cast during attendance at any general or special membership meeting. One representative from each business or nonprofit organization located within the boundaries, upon prior written authority, shall have the same privilege as the residents listed above.

#### **Section 4 Dues**

There shall be no dues or membership fees; however, voluntary contributions will be accepted and the Board may authorize fundraising.

### **ARTICLE V. MEMBERSHIP MEETINGS**

#### **Section 1 General Membership Meetings**

A general membership meeting of this association shall be held on the first Wednesday of April each year. Notification shall be by any appropriate means of communication reasonably calculated to notify the members. Notification shall require seven (7) days advance notice to all members. Officers of the Board will conduct meetings of the general membership as part of their regular duties. The President shall prepare the agenda for general membership meetings. The quorum for any general membership meeting of the Neighborhood Association shall be a minimum of nine (9). Unless otherwise specified in these bylaws, decisions of the neighborhood association shall be made by a majority vote of those members present at any meeting.

#### **Section 2 Election Procedures**

Every individual shall sign in and declare eligibility to vote, receiving a numbered ballot. There shall be no proxy voting. Votes shall be counted and announced in full sight of the attendees. Ballots shall be filed with SWNI in the case of contested elections. Tie votes shall be re-taken until a clear winner emerges. Voluntary concessions and withdrawals shall be binding and final.

#### **Section 3 Special General Membership Meetings**

Special meetings of the general membership may be called by the president or by a majority vote of the board as deemed necessary. Notification shall be reasonably calculated to reach a majority of the members. At least seven (7) days notice is required. Special meetings will be called to address a single matter of concern. Therefore, the agenda will consist of one item only and shall not be modified. The agenda shall be included in the meeting notice.

#### **Section 4 Emergency Meetings of the General Membership**

Emergency meetings of the membership may be called by the President as deemed necessary. Notification and the purpose of the meeting shall require 24 hours notice. The minutes must describe the emergency. A quorum of any emergency meeting of the membership shall be no less than seven (7) members. Only the subject of the emergency may be discussed or acted on at an emergency meeting.

### **Section 5 Participation**

Any meeting called under the authority of this Association is open to any person and all who wish to be heard regarding any item on the agenda. Participation may be limited at the discretion of the president consistent with public meetings law. Only members will be eligible to vote. The actions or recommendations of the general or special meeting shall be reasonably calculated to reach all the affected parties.

### **Section 6 Procedures**

Robert's Rules of Order Revised shall be followed in all areas not covered by the bylaws.

## **ARTICLE VI BOARD COMPOSITION AND ACTIVITIES**

### **Section 1 Number of Board Members**

There shall be no more than fifteen (15) Board members, no less than nine (9) of whom shall be neighborhood residents.

### **Section 2 Eligibility of Board Members**

Only persons eligible for membership as defined in Article IV shall be qualified to hold an elected or appointed position.

### **Section 3 Terms of Office**

Even numbered positions shall be elected in even numbered years. Odd numbered positions shall be elected in odd numbered years. Board positions are two-year terms. Positions open for re-election in April 2001, shall be odd numbers upon adoption of these bylaws. Board members elected at each April general membership meeting shall take office at the start of the May Board meeting (or the next regular Board meeting if there is no May meeting).

### **Section 4 Nomination and Election of Board Members**

Board members shall be elected annually by a vote of the membership at the April general membership meeting.

- A.** The Communications Committee shall recruit candidates for vacancies to be filled at the April elections.
- B.** Additional nominations may be made from the floor by any Association member at the April General Membership meeting
- C.** Nominators of non-present nominees shall obtain written permission of the nominee and shall be responsible for presenting the nominee to the membership.

### **Section 5 Election of Officers and Standing Committee Chairs**

Board members shall meet the following month and, by majority vote of the board members present, elect a President, Vice President, Recorder, Treasurer and Standing Committee chairs.

- A.** When the president is unable to attend and/or conduct a meeting of the board and/or carry out the duties specified, the vice president will preside and assume those responsibilities as required.
- B.** If the Vice President is unable to carry out the delegated duties specified, the Treasurer, Recorder, Land Use Chair and Communications Chair will assume those responsibilities in that order of succession.

### **Section 6 Southwest Neighborhood Representative**

This representative has the same status as a standing committee chair. First right of refusal will be awarded to the outgoing President. However, if the outgoing president declines the position, the process for electing a standing committee chair shall be followed.

### **Section 7 Board Vacancies**

The Board President may fill any vacancy on the Board by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term until his or her successor is elected. Standing Committee chairs may fill any vacancy on their respective committees and submit such appointees for Board Approval.

### **Section 8 Duties of Board Members**

- A.** The Board shall be responsible for all business coming before the neighborhood association and for assuring that members are informed of business that affects them through reasonable means of notification.
- B.** The Board has the responsibility of acting in the best interest of the entire neighborhood.
- C.** Board members shall attend board meeting regularly.
- D.** Board members shall have a duty to serve on at least one committee or ad hoc committee during their term in office.
- E.** Board members shall conduct all SPNA business in compliance with these bylaws and with ONI's Standards for Neighborhood Associations.

### **Section 9 Duties of Board Officers**

**President:** The President shall preside at all board meetings and membership meetings and shall perform such duties as the Board and the membership authorizes. The President shall represent the position of the Board and the interests of the neighborhood association. The President shall:

- A.** Conduct all meetings as described under "Board Activities" and within the framework of the published agenda.



- B.** Set the agenda for the Association meetings with the advice of the other officers/committee chairs and give the agenda to Southwest Neighborhoods, Inc.
- C.** Create ad hoc committees.
- D.** Serve as the Association's principal spokesperson and designate other spokespersons as needed.
- E.** Report to the board the substance of actions taken as spokesperson or request reports from a designated spokesperson.
- F.** Be responsible for obtaining board minutes from the Recorder and maintaining these minutes for transmittal to his or her successor.
- G.** Act as liaison with other neighborhood associations, the Office of Neighborhood Involvement (ONI) and other public and private organizations.
- H.** Prepare or supervise preparation of monthly article for the SWNI newspaper.

**Vice President:** The Vice President shall perform duties of the President in the President's absence, and:

- A.** Assist the President.
- B.** Conduct regular and special meetings in the President's absence.
- C.** Attend hearings and meetings that concern or affect the Association at the President's request and report to the board on such meetings.

**Recorder:** The Recorder shall record and maintain minutes of Membership and Board meetings and assist the President with correspondence and maintain the non-financial files of the neighborhood association. The Recorder will maintain a list of Board members and their terms, and:

- A.** Take accurate minutes of all board meetings.
- B.** Maintain an accurate minute file and bring this file to all board meetings.
- C.** Make copies of the minutes available to the President and SWNI within seven (7 ) days of the meeting.
- D.** Keep current listing of board members and report changes to Southwest Neighborhoods, Inc.
- E.** Keep attendance records and make them available to the President and SWNI within seven (7) days of each board meeting.
- F.** Notify board members who miss two (2) consecutive regular board meetings or four (4) total board meetings that the President will declare their position vacant if they miss the next meeting.
- G.** Notify the President if a board member misses two (2) consecutive meetings or four (4) total meetings in their term.
- H.** Maintain a complete and up-to-date set of bylaws. Provide a complete and up-to-date set of bylaws to new Board members and the Office of Neighborhood Involvement and Southwest Neighborhoods, Inc.

**Treasurer:** The Treasurer shall have charge of all funds belonging to the neighborhood association and shall receive, deposit and disburse funds for the neighborhood association in a bank(s) or financial institution(s) in such manner as designated by the Board. The Treasurer shall make financial reports as directed by the Board, and:

- A.** Maintain the Association financial records and submit financial reports to the board annually and when the board requests.
- B.** Collect moneys owed to the Association and make timely payments to meet the association's financial obligations.
- C.** Serve as chairperson of the Finance Committee and, with advice and consent of the board, appoint other members to the committee from the general membership, or draft other board member as necessary.
- D.** The Treasurer shall have discretion to request a petty cash fund and make disbursements from this fund to board and/or committee members as needed and available.

### **Section 10 Personal Liability of Board Members**

The members of the SPNA Board of Directors shall be considered qualified directors. They shall not receive compensation for personal services except for actual expenses incurred while performing directors' duties as established by the board of directors. The personal liability of a board member for monetary or other damages is eliminated to the fullest extent allowed by law.

### **Section 11 Regular Board Meetings**

- A.** Board meetings are held on the first Wednesday of each month. The President chairs these meetings.
- B.** Regular meetings shall be limited to two (2) hours. When the limit is reached, the board shall take such time as needed to resolve the issue presently under consideration. No new business shall be addressed without passage of a motion authorizing a finite extension of the meeting.
- C.** The Board members and interested members and guests will attend board meetings.
- D.** A quorum consists of a majority of the currently elected Board members. Only Board members may vote. Only Board members may make motions. For a motion to pass at any regular, special, or emergency Board meeting, it must receive a majority vote of those Board members present.
- E.** The Board shall be notified and provided with an agenda not less than seven days preceding any regular board meetings. Notification shall be by mail, telephone, computer, or any other means calculated to reach a majority of the membership.

### **Section 12 Special Board Meetings**

- A. The President may call a maximum of two additional Special Meetings each month. A special meeting shall not be called unless insufficient time is available to consider a pertinent matter at the regular board meeting.
- B. There will be no additions to the agenda of a special board meeting.
- C. The Board shall be notified not less than seven days preceding special board meetings. Notification shall be by mail, telephone, computer, or any other method calculated to reach a majority of the membership, and shall include the agenda.
- D. A quorum consists of a majority of the currently elected Board members. Only Board members may vote. Only Board members may make motions.

### **Section 13 Emergency Meetings**

- A. Emergency meetings may be called by the President when circumstances preclude dealing with an important matter within the regular time framework.
- B. Twenty-four hours notice of any emergency meeting shall be given to members of the Board and other affected persons. Notification shall be by mail, telephone, computer, or any other method calculated to reach a majority of the membership, and shall include the agenda.
- C. There will be no additions to the agenda of an emergency meeting.
- D. A quorum shall consist of not less than five (5) of the currently elected Board members.
- E. The minutes shall reflect the nature of the emergency.

### **Section 14 Termination for Nonattendance**

Board members failing to attend three consecutive regular Board meetings or five (5) total meetings in their term shall be terminated from the Board upon written notice.

### **Section 15 Impeachment**

Impeachment proceedings may be brought against a Board member by any association member presenting a petition signed with names and addresses of 85 or more SPNA members. The Recorder will verify signatures. Within 21 days, a special membership meeting will be held to address the issue of the impeachment. A 2/3 vote of those attending shall be required for removal of a member from the board.

## **ARTICLE VII. COMMITTEES AND APPOINTMENTS**

There may be standing committees as designated by the Board and special committees as may be established by the President.

### **Section 1 Committee Meetings**

- A.** A quorum for all committees shall be a majority of the regular committee membership unless otherwise established in these bylaws.
- B.** The Committee Chair will schedule regular committee meetings with at least seven (7) days notice to members and affected persons. Notification will be by mail, telephone, computer, or any other means calculated to reach interested parties. An agenda for the meeting will be included with the notification.
- C.** Committee Chairs may schedule additional special committee meetings as required to meet their agenda. Special Committee meetings require forty-eight (48) hours notice to members and affected persons by usual notification methods.
- D.** When faced with an emergency situation, Committee Chairs shall give at least twenty-four (24) hours notice to their members before meeting. The minutes of the meeting will contain an explanation of the emergency.

## **Section 2 Rules for Committees**

- A.** Standing committees shall include: Land Use Committee, Parks Committee, Greenway Committee, Equity Committee, Transportation Committee, Communications Committee, and Finance Committee. The Board may designate additional standing committees and the President may establish ad hoc committees.
- B.** Committee Chairs will be elected by the Board. The Association Treasurer will chair the Finance Committee, in sole exception to this rule.
- C.** The committee chair will select committee members. All Committees must include at least one (1) Board member. Eligibility for committee membership is the same as qualification for service on the Board. The Board shall annually review and approve the slate of proposed appointments made by the Committee Chair. Committee membership lists shall be available to the Association Board at any time.
- D.** Committee Chairs and members may be removed at will by two-thirds (10) vote of the full Association Board. Resignations of committee members shall be submitted to the Committee Chair. Resignation of Committee Chairs shall be submitted to the Association Board President.
- E.** All committees shall operate in accordance with SPNA bylaws.
- F.** Any decision of committees may be appealed to the Board for rehearing by any interested person or entity whose rights have been affected by a decision, provided that person is deemed qualified to vote in SPNA general elections. The request for an appeal shall be made in writing to the Association President.
- G.** Ad hoc committees that fail to meet for three (3) consecutive months shall be considered dissolved.
- H.** The Land Use Committee shall submit at each regularly scheduled Board meeting, and any Committee which is making a policy recommendation to the Board shall submit at the next regularly scheduled Board meeting, a concise written summary of committee activities or the minutes of the

meeting. The board may approve, reverse, reverse in part, or remand back to the committee for clarification or revision, any actions taken by all committees.

I. All correspondence on behalf of the SPNA shall be on SPNA letterhead, using the SPNA return address of PO Box 69567, Portland, OR 97201-0567. Copies of all correspondence shall be copied to the appropriate committee chair and the SPNA president.

J. Where issues overlap between the various committees, the Chairs of those committees shall communicate and seek consensus on those issues.

### **Section 3 Appointments**

A. All appointments by the SPNA board or Committee Chairs must be memorialized on SPNA letterhead and filed with the recorder and the SPNA President. The appointment shall specify the following: The person appointed, the purpose of the appointment, and the term of the appointment.

B. Citizen appointees (Mayoral or City Council) from the SPNA are encouraged to keep the Association informed of their activities. If the SPNA endorses a position or person, they shall have the same reporting responsibilities to the SPNA board as committee chairs.

## **ARTICLE VIII. CONFLICT OF INTEREST PROCEDURES**

Board members shall declare any business affiliation, familial, or direct financial interest presenting even the appearance of a conflict of interest regarding any matter before the board. The board member may then vote or abstain on the motion.

## **ARTICLE IX GRIEVANCE PROCEDURES:**

### **Section 1 Eligibility to Grieve**

A person or group who feels they have been adversely affected by a decision, policy, or action of the neighborhood association may submit a fully completed grievance form to any member of the board. Grievances are limited to procedural violations of these bylaws or ONI's Standards for Neighborhood Associations that directly affect the outcome of a decision of the Neighborhood Association.

### **Section 2 Grievance Form**

The grievance form (see addendum) includes the following and may not exceed two pages:

A. A copy of the applicable bylaws, including when, how, and the procedure governing the grievance process.

B. The grievance shall be filed within forty five (45) days of the event.

C. The grievance form shall include:

- A statement of the substance of the grievance;
- A statement of the facts;
- Specific reference to bylaws, statutes, and/or regulations implicated;

- A proposed remedy.

H. The aggrieved party shall have one (1) opportunity to amend the complaint within five days of receiving notice of a Grievance Committee's recommendation that the grievance be dismissed for being defective in form. Only one amendment shall be allowed to cure defects in form.

I. Processing the Grievance: When a grievance is filed, the Board President shall appoint, ad hoc, a three person Grievance Committee. The Grievance Committee shall meet within 14 days of its appointment. If the Committee determines the grievance is defective in form for failure to state a grievance under these bylaws or ON1 standards, the Committee may recommend that the Board dismiss the grievance, and shall notify the grievant of its recommendation. If the Committee determines the grievance is in valid form, it shall promptly hold a public hearing giving the grievant and others who wish to comment an opportunity to be heard. The committee shall forward its recommendations to the Board. Within 60 days of receipt of a grievance, the Board shall render a final decision. Both the Committee and the Board may deliberate and decide on the grievance in executive session.

J. Grievance procedures shall abide by minimum standards as outlined in "Section VII. Grievance and Appeal Procedures" of ONI's Standards for Neighborhood Associations, attached as an addendum to these bylaws.

### **Section 3 Final Resolution and Appeal**

Resolution of the complaint shall be by a majority of a quorum of the full Board. The decision of the Board shall be final except as otherwise provided by ONI's Standards for Neighborhood Associations. Once the Board has rendered a decision, the grievant may appeal that decision to the proper authorities.

## **ARTICLE X PROCEDURE FOR CONSIDERATION OF PROPOSALS.**

### **Section 1 Submission of Proposals**

Any person or group, inside or outside the boundaries of the neighborhood association may propose, orally or in writing, items for consideration and/or recommendation to the Board. These proposals may be presented during the first ten (10) minutes of regular board meetings. The Board shall decide whether proposed items will appear on the agenda of the Board, standing or special committees, or general or special meetings.

### **Section 2 Notification**

The proponent and members directly affected by such proposal shall be notified in a manner reasonably calculated to reach the interested parties.

### **Section 3 Attendance**

The proponent may attend this review to make a presentation and answer questions concerning the proposals

## **ARTICLE XI PUBLIC MEETINGS/PUBLIC RECORDS REQUIREMENT:**

### **Section 1 Public Meetings Law**

The neighborhood association shall abide by the open meetings/public records policy as set forth in Section VIII of ONI's Standards for Neighborhood Associations, attached as an addendum to these bylaws. Official action(s) taken by the 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 dissenting views shall be transmitted along with any recommendation made by the neighborhood association to the City. Official records will be kept on file at the coalition office.

### **Section 2 Availability of Association Documents**

All Association documents related to public business are available with written request to the Association President. A reasonable charge for time and preparation will be assessed. The President will explain or interpret documents.

### **Section 3 Mailing List**

Neighborhood mailing lists are the property of the SPNA and will not be released or sold except by two-thirds (10) vote of the full board.

## **ARTICLE XIII ADOPTION AND AMENDMENT OF BYLAWS:**

All amendments to these bylaws must be proposed in writing and submitted to board members at least seven (7) days before voting on their adoption. Notice of a proposal to amend the bylaws, specifying the date, time and place for consideration, must be provided to all board members at least seven (7) days before voting. Adoption of and amendments to these bylaws shall require a two-thirds (2/3) vote (10) of the full board. Whenever bylaws are amended, a set shall be filed promptly with the Office of Neighborhood Involvement and with Southwest Neighborhoods, Inc.

## **ADDENDUM**

### **LAND USE COMMITTEE RULES**

The Land Use Committee provides oversight of any and all land use changes and issues affecting the South Portland neighborhood. The Land Use Committee will:

- A.** Review and evaluate proposed, site-specific land use changes including, but not limited to:
- zone changes
  - conditional use permits
  - adjustments
  - design reviews
  - land divisions
  - street vacations
- B.** Review broader, non-site-specific land use issues affecting the South Portland neighborhood. Such broader issues may include, but are not limited to:
- Portland Comprehensive Plan policies, objectives and zoning maps
  - city code amendments
  - design review standards and guidelines
  - area-wide "master plans" and "framework plans"
  - transportation corridor plans.
- C.** At the direction of the Board or at its own discretion, the LUC may recommend to the Board a SPNA response position on such broader land use issues.
- D.** Conduct Land Use Reviews and:
- Respond for the Association to Type I and Type II review procedures. An account of such response should be included in the LUC Chair's monthly report to the Board.
  - Recommend a course of action for Type III review procedures to the Board in the LUC Chair's monthly report to the Board. In Type III cases where the deadline for a timely response to the appropriate agency occurs before the next regularly scheduled SPNA Board meeting, the Land Use Committee Chair should consult with the SPNA Board Chairperson relative to calling an emergency meeting of the SPNA Board.
  - Make a reasonable effort to notify applicants in advance of the LUC meeting at which their proposal will be discussed and discuss proposed land use changes with applicants.
- E** Have no fewer than 5, no more than 9 members. A quorum shall consist of a majority of the current committee membership. Members are subject to the same attendance requirements as those applicable to Board members for Board meetings
- F** Meet monthly at a time and place selected by the LUC Chair. Special meetings may be called by the Chair. The LUC chair may select a committee member to conduct the meeting in his/her absence.



**G** Maintain accurate records of all meetings including agenda and actions taken, meeting attendance and membership lists, these to be available to the Board upon request.

**H** Select one of its membership to represent the interests of this Association on the SWNI Land Use Committee. This representative will report to the Land Use Committee on all SWNI activities related to land use.

**I** Represent the interests of the residents of this neighborhood in hearings and public meetings regarding the use of land within the neighborhood's boundaries. Land and public space considered for parks, trails, and greenways are excepted.

**J** Provide written minutes to the Board Chair not later than seven (7) days after each meeting and to SWNI not later than 14 days after each meeting. This shall be the responsibility of the committee chair.

### **PARKS COMMITTEE RULES**

The Parks Committee is responsible for current and future public lands within the SPNA boundaries and will work with other neighborhoods and public agencies to enhance, preserve, and maintain those public spaces. The Parks Committee will:

**A.** Consist of no fewer than three (3) or more than nine (9) members. A quorum will be comprised of a majority of the current committee membership.

**B.** Meet no less than quarterly at a time and place to be determined by the committee chair.

**C.** Maintain accurate records of all meetings including agendas and actions taken, meeting attendance and membership lists, these to be available to the Board upon request.

**D.** Select one person from its membership to represent the interests of this Association on the SWNI Parks and Community Centers Committee and on those SWNI Ad Hoc Committees related to issues under their jurisdiction including dog off-leash sites. These representatives will report on SWNI activities to committee members at the next regular committee meeting.

**E.** Strive to meet highest standards of environmental awareness and respect while overseeing public spaces and provide education on the need for environmental concern for residents of the neighborhood.

**F.** Represent the interests of the residents of this neighborhood in public meetings and hearings related to the use of public lands, parks, and green spaces within the neighborhood boundaries.

### **COMMUNICATIONS COMMITTEE RULES**

The Communications Committee is responsible for maintaining open lines of communication among the neighborhood, government agencies and other neighborhoods. It will publicize Association activities and make known and available to the public the resolutions and will of the Neighborhood Association Board and its agencies. It will:

- A. Distribute information throughout the neighborhood about the Association's activities including, but not limited to, meeting dates and agendas.
- B. Inform residents about activities and actions of city government, neighborhood associations, or other organizations that may have interest to or impact on the neighborhood.
- C. Establish, maintain and update a communications system to disseminate information to the SPNA Board and chairs of committees.
- D. Consist of no less than 3 or more than 9 members. A Quorum shall be a majority\_of the current committee membership.
- E. Maintain accurate records of all meetings including agenda and actions taken, meeting attendance and membership lists, these to be available to the Board upon request
- F. Meet no less than quarterly and report on all meetings at the next regularly scheduled Board meeting

#### **FINANCE COMMITTEE RULES**

The Finance Committee is responsible for raising, managing and dispersing the Association funds. It will:

- A. Plan, organize and carry out fund raising activities.
- B. Audit the Association's financial records on an annual basis and prepare a report to the Board, this to be given during the regularly scheduled Board meeting in November of each year.
- C. Consist of no less than 2 or more than 9 members. A Quorum shall be a majority of the current committee membership.
- D. Maintain accurate records of all meetings including agenda and actions taken, meeting attendance and member ship lists, these to be available to the Board upon request.
- E. Meet no less than quarterly and report on all meetings at the next regularly scheduled Board meeting.

#### **TRANSPORTATION COMMITTEE RULES**

The Committee will provide oversight to the varied modes of transportation being used in this neighborhood and facilitate appropriate transportation routes within this neighborhood. They will consider transportation related issues in terms of total benefit to the residents of this neighborhood. The Transportation Committee will:

- A. Consist of no fewer than three (3) or more than nine (9) members. A quorum will consist of a majority of the current committee membership.
- B. Meet no less than quarterly at a time and place to be determined by the committee chair.

- C. Maintain accurate records of all meetings including agenda and actions taken, meeting attendance and membership, these to be available to the Board upon request.
- D. Provide oversight to automobile related issues including but not exclusively traffic and traffic calming, street construction and street routing and designation.
- E. Oversee and encourage appropriate public transportation means and facilities so that our residents who choose not to have automobiles will have access to the services and attractions available to all other residents of this city.
- F. Encourage development and protection of safe pedestrian and bicycle routes throughout the neighborhood and regionally.
- G. Represent the interests of the residents of this neighborhood in public meetings and hearings related to issues and developments that appear to affect safe, appropriate, convenient and efficient transportation within and through this neighborhood.
- H. Select from its members a representative to the SWNI Transportation Committee. This representative will report regularly to the Transportation Committee members.

#### **GREENWAY COMMITTEE RULES**

- A. Consist of no fewer than three (3) or more than nine (9) members. A quorum will be comprised of a majority of the current committee membership.
- B. Meet no less than quarterly at a time and place to be determined by the committee chair.
- C. Maintain accurate records of all meetings including agendas and actions taken, meeting attendance and membership lists, these to be available to the Board upon request.
- D. Represent the interests of the residents of this neighborhood in public meetings and hearings related to the Willamette Greenway and other public trails within the neighborhood boundaries.
- E. Select one person from its membership to represent the interests of this Association on the Southwest Trails organization and on any SWNI committees whose jurisdiction relates to Willamette Greenway and trails issues. These representatives will report on Southwest Trails and SWNI activities to committee members at the next regular committee meeting.
- F. Strive to meet highest standards of environmental awareness and respect while overseeing Willamette Greenway and public trails and provide education on the need for environmental concern for residents of the neighborhood.

#### **EQUITY COMMITTEE RULES**

- A. Consist of no fewer than three (3) or more than nine (9) members. A quorum will be comprised of a majority of the current committee membership.
- B. Meet no less than quarterly at a time and place to be determined by the committee chair.





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**Proposed remedy:**

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**Submitted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ONI'S STANDARDS (2005) FOR NEIGHBORHOOD ASSOCIATIONS, SECTION VII, GRIEVANCE AND APPEAL PROCEDURES:**

**VII. GRIEVANCE AND APPEAL PROCEDURES**

**A. Purpose**

The goal of this section is to create a just and fair grievance procedure for Neighborhood Associations, District Coalitions, and the Office of Neighborhood Involvement. Complying with these grievance procedures does not take away any legal options for the parties that they may have under respective local, county, state, or federal laws. Neighborhood Associations and District Coalitions shall consult the grievance sections of their bylaws in addition to using this section.

**B. Definitions**

1. **Grievance:** A complaint formally expressed in writing by an individual, (the grievant), or individual representing a Neighborhood Association, District Coalition, or organization to which the grievant belongs regarding a specific alleged violation. Grievances are limited to procedural violations of a Neighborhood Association's or District Coalition's bylaws or Office of Neighborhood Involvement Standards that directly affect the outcome of a group's decision. A Grievance is a recognized action and requires a written response

from the neighborhood leadership. The response is part of a process to encourage fair and equitable treatment of all individuals involved in neighborhood volunteer efforts.

2. Grievant: Anyone who submits a grievance and alleges s(he) has been harmed by a violation of their Neighborhood Association's bylaws, District Coalition's bylaws or a violation of these Standards.

3. Respondent: A person or entity against whom the grievance is lodged. A respondent can be an organization (Neighborhood Association, District Coalition, or the Office of Neighborhood Involvement) or its officers, board of directors or committee subject to the organization's bylaws or Office of Neighborhood Involvement Standards.

C. Grievance procedures for Neighborhood Associations Prior to the filing of any grievance or appeal, parties are encouraged to follow the following steps towards resolving differences:

1. One-on-one dialogue: Individuals or groups are encouraged to first seek resolution of differences through one-on-one dialogue. Consider contacting an officer of the Neighborhood Association or District Coalition for advice.

2. Mediation: A circumstance could present itself that may require an individual to facilitate the discussion with the affected parties of the grievance. If the affected parties are unable to settle upon a facilitator to assist them in their meeting, then the parties should consult with the Office of Neighborhood Involvement for assistance through the Neighborhood Mediation Program.

3. Grievance procedure with a Neighborhood Association: Neighborhood Associations shall have internal grievance procedures outlined in their bylaws. Grievance procedures shall at a minimum include the following:

a. A grievance must contain an alleged violation of the subject Neighborhood Association's bylaws or these Standards.

b. Bylaws of a Neighborhood Association must designate that a grievance be brought to a Neighborhood Association president, designated Neighborhood Association officer, or designated committee of the Association and/or board as provided in the bylaws.

c. A grievance must be submitted by the grievant within 45 business days of the alleged incident. The grievance must be reviewed and responded to by the appropriate Neighborhood Association procedures within 60 calendar days from

receipt of the grievance.

d. The Neighborhood Association's consideration of the grievance shall be open to the public. The findings of a grievance shall be a matter of public record. Deliberations of the decision-makers, however, may be held in executive session.

e. The Neighborhood Association's response shall be in writing and include supporting findings of the decision. The association is encouraged to maintain any supporting documents in case of appeal.

f. Only upon unsatisfactory resolution of a grievance with a Neighborhood Association may the grievant appeal to the appropriate District Coalition. The grievant has fourteen calendar days from the date the decision is rendered to appeal.

D. Appeal and grievance procedures with District Coalitions:

Parties are asked to follow the following steps towards resolving differences.

1. One-on-one dialogue: Individuals or groups are encouraged to first seek resolution of differences through one-on-one dialogue. Consider contacting an officer of the Neighborhood Association or District Coalition for advice.

2. Mediation: A circumstance could present itself that may require an individual to facilitate the discussion with the affected parties of the grievance. If the affected parties are unable to settle upon a facilitator to assist them in their meeting, then the parties should consult with the Office of Neighborhood Involvement for assistance through the Neighborhood Mediation Program at Resolutions Northwest.

3. Appeal procedure to a District coalition:

a. District Coalitions shall have internal appeal procedures outlined in their bylaws.

b. Appeals of a grievance from a Neighborhood Association brought to a district coalition must contain an alleged violation of the appropriate Neighborhood Association's bylaws or Standards.

c. Bylaws of a District Coalition must designate that an appeal be reviewed and heard by a District Coalition staff person, board president, designated board officer, or designated committee of the board or advisory committee.

d. An appeal must be submitted to the District Coalition by the grievant within fourteen business days of adjudication of the grievance by the Neighborhood Association. The appeal must be reviewed and responded to by the District Coalition within 60 calendar days from the date the appeal was received.

e. The District Coalition's consideration of the grievance is not required to be open to the public. Only the initial hearing of a grievance with the Neighborhood Association need be open. The findings of a grievance shall be a matter of public record.



f. Only upon unsatisfactory resolution of an appeal with an established District Coalition may the grievant appeal to the Office of Neighborhood Involvement. The grievant has fourteen calendar days to appeal.

4. Grievance procedure with a District Coalition:

District Coalitions shall have internal grievance procedures outlined in their bylaws. Grievance procedures shall at a minimum include the following:

a. A grievance against a District Coalition must contain an alleged violation of the subject District Coalition's bylaws or these Standards.

b. Bylaws of a District Coalition must designate that a grievance be reviewed and heard by a District Coalition staff person, board president, designated board officer, or designated committee of the board as provided in the bylaws.

c. A grievance must be submitted to the District Coalition within 45 business days of the alleged incident. The grievance must be reviewed and responded to by the District Coalition within 60 calendar days from the date the grievance was received.

d. District Coalition consideration of the grievance shall be open to the public. The findings of a grievance shall be a matter of public record. Deliberations of the decisionmakers, however, may be held in executive session.

e. The District Coalition's response shall be in writing and include supporting findings of the decision. The District Coalition shall maintain any supporting documents in case of appeal.

f. Only upon unsatisfactory resolution of a grievance may the grievant appeal to the Office of Neighborhood Involvement. The grievant has fourteen calendar days from the date the decision is rendered to appeal.

E. Appeal and grievance procedures with the Office of Neighborhood Involvement: Parties are asked to follow the following steps towards resolving differences.

1. One-on-one dialogue: Individuals or groups are encouraged to first seek resolution of differences through one-on-one dialogue. Consider contacting a program manager or bureau director.

2. Mediation: A circumstance could present itself that may require an individual to facilitate the discussion with the affected parties of the grievance. If the affected parties are unable to settle upon a facilitator to assist them in their meeting, then the parties should consult with the Office of Neighborhood Involvement for assistance through the Neighborhood Mediation Program.

3. Appeal procedure with the Office of Neighborhood Involvement:

a. Grievances appealed to the Office of Neighborhood Involvement must contain an alleged violation of the Office of Neighborhood Involvement Standards.

b. Appeals must be submitted in writing, within fourteen calendar days of final adjudication of a grievance by a District Coalition. The appeal must be reviewed and responded to by the Office of Neighborhood Involvement within 60 calendar days from the date the grievance was received.

c. The appeal must be in the following format:

- i. Provide a fully detailed explanation of the process, rule, or procedure stated in the Standards that is in question, i.e. what is being grieved.
- ii. Describe the individual or organization that is directly harmed and why they are harmed.
- iii. A remedy (solution) that would satisfy the grievant.
- iv. Typed on maximum of three pages.
- v. Provide three copies of the grievance.

d. The appeal will be reviewed by the Director of the Office of Neighborhood Involvement or designee to make certain all the requirements of the grievance and appeal process are met. The Office of Neighborhood Involvement has the exclusive right to determine whether an appeal meets the threshold criterion of containing a credible allegation of a substantial violation of the Standards and if the grievant has exhausted all attempts to resolve the original grievance within internal Neighborhood Association and District Coalition procedures. If any part of the appeal is found to be missing the grievant has fourteen calendar days to resubmit the appeal. Otherwise, the Grievance automatically dies.

e. The Office of Neighborhood Involvement has the right to determine if there has been a substantial violation of the Standards and order appropriate remedies. Remedies may range from requiring a Neighborhood Association to redo a decision-making process to de-recognition by the Office of Neighborhood Involvement. f. Final adjudication of the appeal is by the Director of the Office of Neighborhood Involvement and/or designee. A response will be sent within 24 hours via United States Postal Service, registered mail return receipt requested, to both the grievant and respondent.

4. Grievance procedure with the Office of Neighborhood Involvement:

- a. Grievances of an action of the Office of Neighborhood Involvement must be based upon an alleged violation of the Standards.
- b. Grievances must be submitted in writing within 45 calendar days of the incident. The Grievance must be reviewed and responded to in writing by the Office of Neighborhood Involvement within 60 calendar days from the date the grievance was received.
- c. The grievance must meet the same format requirements for an appeal as stated above in this section, (VII, E, 3, c: Appeal procedure with the Office of Neighborhood Involvement.)
- d. The Grievance will be reviewed by the Office of Neighborhood Involvement. ONI

has the exclusive right to determine whether a grievance meets the threshold criterion of containing a credible allegation of a substantial violation of the Standards.

e. Adjudication of the grievance is by the Director of the Office of Neighborhood Involvement. A response will be sent via United States Postal Service, registered mail return receipt requested, to both the grievant and respondent.

f. Only upon unsatisfactory resolution of a grievance with the Office of Neighborhood Involvement may the grievant appeal to the Commissioner in charge of ONI.

### **ONI'S STANDARDS (2005) FOR NEIGHBORHOOD ASSOCIATIONS, SECTION VIII, OPEN MEETINGS AND PUBLIC RECORDS:**

#### VIII. Open Meetings and Public Records

##### A. Purpose

Public participation in the civic affairs of local government is a hallmark of democratic societies and of government that responds to the public it serves. Neighborhood Associations and District Coalitions are an integral part of the structures that support timely, meaningful, vigorous, and diverse public participation in the civic affairs of the City of Portland. To foster that public participation, Neighborhood Associations and District Coalitions, with limited exceptions, as noted in this section, shall:

1. Conduct their affairs in meetings open to and with adequate notice to the public, and,
2. Make their records available for public review in accordance with this section.

All Neighborhood Associations and District Coalitions shall comply with this section. Business District Associations are encouraged to comply with this section

##### B. Definitions

1. "Committee" includes a subcommittee, task force, or other group organized to conduct business of a Neighborhood Association or District Coalition.
2. "Decision" includes all decisions and policy recommendations, except routine day-to-day decisions, within the scope of authority of general membership, board, or committees. Examples of routine day-to-day decisions are those of staff carrying out his or her duties; performance of duties required or authorized by bylaws, such as preparation of agendas and notices; and the details of the manner in which decisions are implemented. "Decision" also excludes elections of board members, officers, delegates or other elected

positions of Neighborhood Associations or District Coalitions.

3. "Executive session" means the whole or part of a meeting of the general membership, board, or committee that is closed to certain persons for the period of deliberation on the matters listed below in this section, (VIII, D, 2: Meetings Open to the Public. )

4. "General membership", "board", and "committee" mean the general membership, board, or committee of a Neighborhood Association or District Coalition.

5. "Meeting" means the convening of the general membership, board, or a committee for which a quorum is required in order to make a decision on any matter or to deliberate toward such a decision. Subcommittees without executive authority are not subject to quorum requirements or to these open meeting standards.

6. "Quorum" means the minimum number of general membership, board or committee members who must be present at a meeting in order to take a vote that results in a decision. The quorum must either be a fixed number or number that can be calculated from a clear formula in the bylaws or other rules of the Neighborhood Association or District Coalition. Calculation of a clear formula will allow the quorum to vary for reasons such as vacant seats on a board or committee. It is invalid for bylaws or other rules to provide that whatever number of members is present constitutes a quorum.

7. "Records" include any writing, or part thereof, containing information relating to the conduct of the business of a Neighborhood Association or District Coalition that is prepared, owned, used, or retained by the Neighborhood Association or District Coalition; provided however that "records" shall not include calendars, diaries, planners, personal organizers, or similar items of members or employees; nor shall it include electronic mail intended as private communication between two or more people and not related to Neighborhood Association and District Coalition business.

8. "Writing" means any means of recording information, electronic or non-electronic.

9. "Executive Authority" means having authority to make decisions on behalf of a Neighborhood Association or District Coalition as defined by their bylaws.

C. Decisions Shall Be Made At Meetings Members of a general membership, board, or committee, as established by the governing bylaws, shall make all decisions and conduct all deliberations toward a decision at a meeting open to the public at which a quorum is in attendance. (See D: Meetings Open to Public, below in this section. ) Members have one vote each and decisions shall be made by a vote that is at least a majority vote of those members who are voting. Proxy voting is prohibited. Members may gather informally but shall not make or deliberate toward a decision.

#### D. Meetings Open to Public

1. Except as otherwise provided below, meetings must be open to public attendance, with notice provided and minutes taken as provided in these Standards.

2. Neighborhood Associations and District Coalitions may close meetings or parts of meetings to public attendance when in executive session. An executive session is limited to members of the governing body, others reporting to the body on the subject of the executive session, and the media. The body may include others at their discretion. Any information revealed in an executive session is considered privileged and may not be reported. Executive sessions may be held only to deliberate toward a decision on the following matters:

- a. Personnel matters such as hiring, performance review, firing, discipline, and compensation;
- b. Mediation of personal disputes among members or employees, but not including grievances;
- c. Consultation with legal counsel;
- d. Consideration of records exempt from release by law; and
- e. Preparation for presentation of testimony in appeals of land use review decisions.
- f. Consideration of grievances. However, the findings and documents of a grievance shall be a matter of public record.

3. Voting to render a decision, including a decision on matters considered in executive session, must be done in a meeting open to public attendance.

4. Minutes must be kept during executive sessions but they can be filed in a separate location from regular meeting minutes. (See below in this section VIII, E, 3: Notice regarding content of meeting notices for executive sessions. )

#### E. Notice

1. Neighborhood Associations and District Coalitions shall provide the following notice for all meetings and elections described above in section VIII, D: Meetings Open to Public:

a. Notice to the general public reasonably calculated to give actual notice:

i. When practicable, notice of a Neighborhood Association meeting shall be published in the respective newsletter of the Neighborhood Association or District Coalition serving that Association. Notice of a District Coalition meeting shall be published in the newsletter of that District Coalition. Such

publication constitutes sufficient notice under this section.

ii. In the absence of such publications a Neighborhood Association should attempt to publish notice in a regularly scheduled for-profit community newspaper, many of which do provide community calendars for free.

iii. ONI shall post monthly neighborhood meeting information on the ONI PortlandOnline website. It is the responsibility of Neighborhood Associations to provide any updated changes to meeting information to their District Coalitions and ONI by their established deadlines. Unaffiliated Neighborhood Associations work with ONI directly. Such online posting constitutes sufficient notice under this section.

iv. ONI shall also notify local media on a monthly basis with meeting information. This is not a guarantee that for-profit publications will provide the listing.

v. Other methods of notice include posting of notices on public bulletin boards, door-to-door distribution of flyers, press releases, phone banks, electronic mail, websites, cable access TV, and faxes. These should be established ongoing outreach methods by a Neighborhood Association in order to be sufficient notice under this section.

vi. Notice under this section (VIII, E, 1, a) must be given seven days before the meeting.

b. Direct notice to members of a board or committee that is meeting, and individuals and news media that have requested notice. Direct notice shall be notice delivered to members by hand, U.S. postal service mail, or private delivery service, or by verified fax or electronic mail. When the above methods are not practicable, notice may be done by telephone. The notice shall be sent by a time that in the regular course of delivery will allow the recipient to receive the notice at least one day before the meeting.

2. Applicants in land use and liquor license reviews should receive direct notice of a meeting when their issue is on the agenda, even if they have not specifically requested it in writing.

3. All notice, written or verbal, shall state the date, time, and place of the meeting, and a brief description of topics on the agenda. Other topics that arise after notice is given may be added to the agenda at the meeting. Notices to the public of meetings conducted by telephonic communication shall include the location where the public may listen to or read the communication during the meeting. Notices of meetings held in executive session shall state the meeting will be held in executive session.

F. Notice for emergency meetings Emergency meetings may be held with less than seven days' notice but not less than 24 hours notice. Direct notice as timely as

practicable under the circumstances shall be provided to members of a board or committee that is meeting, and to individuals and news media that have requested notice. Notice to the general public shall be provided as set forth above in this section E, 1, a: Notice . Parties who are known to have a direct interest in the topic of a meeting should receive direct notice, even if they have not specifically requested so in writing. Minutes of the emergency meeting shall state the nature of the emergency and state why the meeting could not be delayed to allow at least seven days' notice. Members conducting business at the meeting may make decisions or deliberate toward decisions only on the agenda topic or topics for which the emergency meeting was called.

#### G. Meeting location

1. Except as set forth below in this section VIII, G, 5: Meeting Location, meetings shall be conducted at a single location so that all members of the Neighborhood Association or District Coalition and the public in attendance physically convene in one place. Whenever practicable, meetings shall be held within the boundaries of their Neighborhood Association or District Coalition. Meetings not held within the boundaries shall be held as near as practicable to the Neighborhood Association's or District Coalition's boundary.
2. Meetings shall not be held in locations where any person attending the meetings would face discrimination on the basis of race, religion, color, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation.
3. Meetings shall be held in locations accessible to people with disabilities.
4. Neighborhood Associations and District Coalitions shall make a good faith effort to provide an interpreter for hearing-impaired people and for individuals who do not speak English as their primary language. In order to provide sufficient time to try to locate the necessary assistance meeting notices should indicate that any special needs must be made known to the Neighborhood Association or District Coalition a reasonable period of time before the meeting.
5. Meetings held in a single location may include the participation of members who are in telephonic communication. But meetings conducted solely or primarily by telephonic communication shall be held only in extraordinary circumstances when a meeting at a single location is not practicable. If the meeting is not an executive session, there shall be a location where the public can listen to the communication and participate to the extent public participation is allowed.

#### H. Public participation

The chair of the meeting controls the extent of public participation subject to any controlling bylaws or other rules of the Neighborhood Association or District Coalition. Neighborhood Associations and District Coalitions are not required to allow public participation in board or committee meetings, although

the public is entitled to be present.

I. Disruptions Subject to any controlling bylaws or other rules of the Neighborhood Association or District Coalition, the chair of a meeting may have anyone removed who disrupts a meeting after receiving at least one verbal warning during the same meeting.

#### J. Voting

1. Subject to any controlling bylaws or other rules of the Neighborhood Association or District Coalition, voting at meetings 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. For election of officers, board members, and other representative and delegates, voting may be done by secret ballot. Upon the request of any voting member, a show of hands shall follow an oral vote. Anyone wishing to see written ballots may do so at the meeting or anytime thereafter before the ballots are discarded. Written ballots must be retained for a period of 60 days after the vote and then may be discarded.

2. Proxy voting and voting by mail are prohibited. Voting in elections need not be held during meetings but may be kept open for up to 24 hours.

#### K. No Smoking At Meetings

Smoking is prohibited at meetings.

#### L. Minutes

1. Minutes shall be taken at all meetings. Minutes do not have to be a verbatim transcript of the meeting but shall at least summarize discussion and actions. Minutes shall also include the following:

- a) Members in attendance,
- b) All actions, including motions, proposals, and resolutions stated in full and their dispositions; and,
- c) Results of all votes taken, and a summary of minority opinions on all topics on which a vote is taken.

2. 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. Neighborhood Associations are required to forward copies of their meeting minutes to their District Coalitions. Neighborhood Associations unaffiliated with a District Coalition are required to forward copies of their meeting minutes to the Office of Neighborhood Involvement.

3. See above in this section VIII, D, 4: Meetings Open to Public regarding minutes for executive sessions. See above in this section VIII, F: Notice for Emergency Meetings regarding minutes for emergency meetings.

#### M. Inspection of Records by Public; Exemptions

Any person may inspect the records of a Neighborhood Association or District



Coalition, except the following records:

1. Records pertaining to personnel matters such as hiring, performance review, firing, discipline, and compensation;
2. Records pertaining to mediation of personal disputes among members or employees, but not including grievances;
3. Records pertaining to consultation with legal counsel;
4. Records exempt from release by law.
5. Records pertaining to the personal affairs of members or employees.
6. To protect records, maintain District Coalition efficiency and order, and exclude exempt records from inspection, the Neighborhood Association or District Coalition may control the time and manner of inspection of records.
7. No District Coalition or Neighborhood Association is required to compile a record that is not already in existence.

#### N. Reasonable Fees

Neighborhood Associations and District Coalitions may charge reasonable fees for making records available, including fees for reproduction of records and for employee time.

#### O. Retention of Records

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

2. Neighborhood Associations and their affiliated District Coalitions shall retain specific types of records for a specific period, depending on the type of record:

- a. Minutes of board, committee, and general membership meetings should be retained permanently.
- b. Articles of incorporation, records of tax-exempt status, and records of grievances should be retained permanently, and bylaws and other operating rules should be retained while they are current.
- c. Business records should be retained for seven years.
- d. Records, such as correspondence, pertaining to any issue a neighborhood votes on should be retained permanently.
- e. Neighborhood Associations shall retain records as required by any state, federal, or other laws.

#### 3. District Coalitions:

a. Shall permanently retain records received from Neighborhood Associations pursuant to above section, VIII,

O, 2: Retention of Records.

b. Shall retain records as required by their contracts with the Office of Neighborhood Involvement and by any state, federal, or other laws.

**End of Document**