

Thank you for your active involvement in your Neighborhood District Association (NDA). Your participation is a critical part of our government's decision-making process. This document is designed to provide a framework to guide NDA officers in their actions. If you have questions about NDAs contact the City Manager's Office at engage@milwaukieoregon.gov or at 503-786-7568.

ETHICS

[As an officer of your NDA, you are a public official as defined in Oregon Revised Statute \(ORS\) 244.020\(14\).](#) This Code of Conduct is a supplement to existing statutes governing conduct of public officials including Oregon's ethics law; see the State's [Guide for Public Officials](#). Adherence to ethics rules includes rejecting gifts, services, or other special considerations that are only offered to you because of your service as a public official. Ethics rules may also require you to excuse yourself from participating in decisions when the financial interests of a member of your immediate family or household, or your own, may be affected by your NDA's action.

CARRYING OUT ASSOCIATION DUTIES

It is important to remember that you represent your neighborhood and are held to a higher standard while performing your NDA responsibilities. You may be faced with difficult decisions and situations. NDA officers are expected to be civil and diplomatic, and in general:

- All NDA meetings are public meetings subject to the State's public meeting laws.
- You should always review materials provided in advance.
- You should always do your part to maintain the organization's transparency. Avoid even the appearance of a conflict of interest by declaring publicly if a potential or actual conflict of interest arises and take appropriate steps.
- Be aware of the public nature of written messages and e-mail. All materials created in your official capacity are subject to the State's public records laws.

Keep the following in mind when dealing with other NDA members, city staff, and the public:

NDA Officer Conduct with One Another During Meetings

- Difficult or contentious discussions may arise. Encourage civil and constructive discourse and refrain from belligerent language, personal attacks, slanderous, threatening, abusive or disparaging comments.
- Give credit to others' contributions to the process.
- Strive to make independent, objective, fair and impartial judgments.
- Be transparent. As an NDA officer you are a public official and have a responsibility to conduct NDA business in a transparent and open manner.

NDA Officer Conduct Outside Public Meetings

- Be respectful even in private. The same level of respect for differing points of view used in public discussions should be maintained in private conversations.

- Private conversations can become public. As public officials, NDA officers should be aware that they can be the focus of public attention. Even casual conversation about city business, other public officials, or staff may draw attention and be repeated.
- Understand proper political involvement. NDA officers, as private community members, may support political candidates or issues but such activities must be done separate from their role as an NDA officer.

NDA Officer Conduct with the Public

- Be welcoming and respectful to speakers. For many community members, speaking in front of an NDA is a new experience. NDA officers should listen and make comments or ask questions appropriately, respectfully, and professionally.
- Make no promises on behalf of the NDA in unofficial settings. NDA officers may be asked to explain an action or to give their opinion about an issue. It is appropriate to give a brief overview, but overt or implicit promises of specific actions are to be avoided.
- Be mindful of what you say. Anything said in a public meeting may end up in print. In discussions about city business with the press or through social media, be careful to not represent a personal opinion as if it were the NDA's position.

NDA Officer Conduct with City Staff

- Respect city staff and their role in the process. NDA officers should not disrupt staff from carrying out administrative duties, attending meetings, or implementing policy. NDA members should not make belligerent, personal, slanderous, threatening, abusive, or disparaging comments to or about staff.

NDA Officer Conduct with City Provided Funding Through the NDA Grant Program

- Respect and welcome all NDA members and guests at NDA meetings who have ideas for how to utilize the funding or have applied for funding. NDA members are identified in the NDA Standard Bylaws as anyone who is a resident within an NDA, a property owner whose property is located within an NDA, a business owner whose business is located within an NDA, a designated representative of a business, corporation, or trust located within an NDA, or a designated representative of a non-profit or group located within an NDA. NDA officers should not make belligerent, personal, slanderous, threatening, abusive, or disparaging comments to or about anyone interested in bringing ideas forward or applying for funding through the program.
- NDA officers also agree to expend NDA grant funding in conformance with the intended purposes of the program adopted in 1998 (Resolution 9-1998) and in compliance with the most recent version of the Neighborhood District Association Grants Policy. A copy of the latest policy is available at www.milwaukieoregon.gov/citymanager/neighborhood-grant-program.
- Lastly, NDA officers agree to complete the required Annual NDA Grant Report prior to receiving new allocation of funding at the beginning of each fiscal year (July 1). The

report is due in April/May of each year and includes all of the following prior to the release of new funding:

- Annual NDA Grant Report (Details include all expenses, revenues, and other information related to the prior fiscal year.)
- A copy of the NDA's most recent bank statement.
- A description of the NDA's goals and long-term plans for any "carryover" grant amounts exceeding one year's worth of grant funding (\$4,000).
- Supplementary materials are encouraged, but not required. This includes photos, thank you letters, emails, cards, testimonials, etc. This information is used for the Annual NDA Grant Program Report that is shared with the community annually to celebrate the successes of the program and further its transparency beyond only the community members who choose to be actively involved with their NDA.
- Finally, each person on the NDA's bank account must annually sign an NDA Bank Account Access Contract, which includes information about how grant funds can and cannot be spent. This language is taken from the NDA Grants Policy.

MILWAUKIE MUNICIPAL CODE (MMC) AND NDA BYLAWS

The city's NDA boundaries were established in April 1994 by Resolution 6-1994. After the boundaries were created, the city requested that NDAs determine founding officers and apply for official recognition. The seven NDAs filed for recognition separately between 1994-1996 and were each recognized formally by City Council Resolution. Currently, all seven NDAs essentially operate with identical bylaws with only a few exceptions, which were first created in 1998 and updated in 2005. Linwood has language in their bylaws about membership that differs, but the requirements are the same. The Ardenwald-Johnson Creek NDA operates under Milwaukie bylaws and Portland bylaws since the NDA overlaps both jurisdictions. The bylaws for each NDA can be found on each NDA webpage on the city's website at www.milwaukieoregon.gov/citymanager/get-involved-your-neighborhood or call 503-786-7568 to receive a copy.

IMPLEMENTATION

All NDA officers will review this Code of Conduct and affirm in writing that they understand its provisions and pledge to conduct themselves by the guidelines listed.

CODE OF CONDUCT CERTIFICATION

As an officer of an NDA I affirm that:

- ✓ I have read and understand the Milwaukie Code of Conduct for Neighborhood District Associations, and its application to my role and responsibilities while serving on a city NDA.
- ✓ I pledge to conduct myself by the Code of Conduct.

Name: _____

Date: _____

NDA: _____