

**CITY OF MILWAUKIE
LEWELLING NEIGHBORHOOD DISTRICT ASSOCIATION
STANDARD BYLAWS**

ARTICLE I: PURPOSES OF THE LEWELLING NEIGHBORHOOD DISTRICT ASSOCIATION

- A. To provide a channel for two-way communication between City government and Lewelling Neighborhood District Association residents.
- B. To bring together citizens in the Lewelling Neighborhood District who have an interest in shaping and maintaining the quality of life in their neighborhoods.
- C. To provide Lewelling neighborhood district residents with meaningful opportunity for review and commentary of City policies and programs.

ARTICLE II: REQUIREMENTS FOR RECOGNITION BY THE CITY COUNCIL FOR THE LEWELLING NEIGHBORHOOD DISTRICT ASSOCIATION

- A. The Lewelling Neighborhood District Association shall represent District # 6 as described in Chapter 1 of Milwaukie's Comprehensive Plan.
- B. The Lewelling Neighborhood District Association shall adopt and abide by the City of Milwaukie Neighborhood District Association Standard Bylaws.
- C. The Lewelling Neighborhood District Association shall maintain a separate Land Use District Review Committee comprised of members and/or officers of the Association.
- D. The Lewelling Neighborhood District Association shall actively seek and encourage membership that represents a broad cross-section of its district.
- E. To retain recognition, the Lewelling Neighborhood District Association shall hold a minimum of four regular meetings each year where agenda items are addressed.

ARTICLE III: MEMBERSHIP REQUIREMENTS

- A. Anyone of voting age or older is a member of the Lewelling Neighborhood District Association who is:

1. A resident within the neighborhood district; or
 2. A property owner whose property is located within the neighborhood district; or
 3. A business owner whose business is located within the neighborhood district; or
 4. A designated representative of a business, corporation, or trust located within the neighborhood district; or
 5. A designated representative of a non-profit business or group located within a neighborhood district.
- B. All rights, privileges, and responsibilities of membership including the right to vote on Association business shall accrue to members.
- C. Only Neighborhood District Association members as defined above may be elected or appointed to officer or committee positions;
- D. In compliance with applicable State and local civil rights statutes membership in the Lewelling Neighborhood District Association shall be open to everyone who meets the requirements of Article III, Section A, above.

ARTICLE IV: REPRESENTATION OF DISTRICTS AND DUTIES OF OFFICERS:

- A. The officers of the Neighborhood District Association shall comprise the Board of the Association and shall represent the Neighborhood Association. Neighborhood District Associations shall elect at least three officers: Chair, Vice Chair and Secretary/Treasurer.
- B. The duties of the Neighborhood District Association Officers shall include the following:
1. The Chair's responsibilities shall include management and leadership of all Neighborhood District Association activities. The Chair shall also be responsible for ensuring that the Neighborhood District Association complies with the requirements of the Neighborhood District Association Standard Bylaws and other applicable guidelines.

2. The Vice Chair's responsibilities shall include assisting the Chair in performing the defined duties and assuming the Chair's duties in the Chair's absence.
3. The Secretary/Treasurer's duties may be separated if a separate Treasurer position is designated by the Neighborhood District Association (see C below). Otherwise, the Secretary/Treasurer's duties shall include:
 - a) Ensuring that accurate minutes of all Association meetings are kept; ensuring that attendance registration is kept at all Association meetings; ensuring that attendance reports and minutes are maintained and that they are available for review by anyone who asks; ensuring that minutes and registration lists of all meetings are forwarded to the City of Milwaukie; ensuring that meeting notification and agendas are transmitted to the City and to members in a timely manner; ensuring that current and updated lists of officers and Land Use Review Committee members are provided to the City.
 - b) The safekeeping and accounting of all Neighborhood District Association funds and the proper disbursement of those funds in accordance with City and Neighborhood District Association guidelines. The Secretary/Treasurer shall also maintain records of incoming donations, funds and contributors and shall make those records available to all who ask.
 - c) Other Officer positions may be created and defined by Neighborhood District Associations. Additional Officer Positions may be appointed by the Board of Directors or elected by the Neighborhood District Association membership for specific duties or elected at large, with duties defined by the Board. Any additional officer positions elected shall be subject to the same membership and election requirements as the required officers.

ARTICLE V: ELECTIONS OF OFFICERS AND TERMS OF OFFICE

Elections of officers and non-appointed committee positions shall be held yearly during the month of May. The City and Lewelling Neighborhood District Association shall coordinate with each other to effectively publicize elections. Publicity activities will be planned for implementation before April 1st of each year.

ARTICLE VI: LAND USE DISTRICT REVIEW COMMITTEES

- A. The Land Use District Review Committee will represent the Neighborhood District for the purpose of review and commentary on land use issues of interest to the neighborhood district.
- B. The Land Use District Review Committee shall have the authority to speak on behalf of the Neighborhood District Association.
- C. Action by the Land Use District Review Committee shall be by majority vote of the members of the Land Use District Review Committee present at official meetings of the Committee.
- D. Membership in the Land Use District Review Committee shall be open to all interested members and officers of the Lewelling Neighborhood District Association. The Land Use District Review Committee shall elect a committee chair and vice chair from among themselves, by a majority vote of the Land Use District Review Committee. The elected officers shall direct the efforts of the Land Use District Review Committee.
- E. The Land Use District Review Committee shall keep accurate minutes of their proceedings and shall make those minutes available for review by anyone who asks.
- F. The Land Use District Review Committee shall conduct a minimum of two meetings per year where District membership or the public may bring agenda items.

ARTICLE VII: COMMITTEES

The Board of Directors of the Neighborhood District Association may establish additional standing and ad hoc committees that do not address land use issues. Committees shall not have the power to act but shall be advisory in nature

unless authorized by the membership of the Lewelling Neighborhood District Association by a majority vote.

ARTICLE VIII: FINANCE

The Neighborhood District Association may not impose dues or other charges on its membership. The Neighborhood District Association may solicit and accept donations from any source. The Neighborhood District Association may also pursue other fundraising activities not precluded by law.

ARTICLE IX: OPEN MEETING AND NOTICE REQUIREMENTS

- A. All meetings of Neighborhood District Associations and Land Use Review Committees, including regular, special and Board meetings shall be unqualified, open meetings where anyone may attend and propose agenda items for consideration or offer comment on agenda items before the Association. All Associations shall make reasonable accommodations to persons with disabilities at all association meetings and events, per the 1990 Americans with Disabilities Act.
- B. All meetings of Neighborhood District Associations including regular, special and Board meetings shall be reasonably publicized to active members and to the public. Agendas for publicized meetings should be submitted with meeting notifications.
- C. Notice activities must include notification to the City for inclusion in regular City publicity channels. In addition, Neighborhood District Association Memberships shall receive notice from the Association. Membership notification may include, but is not limited to: Telephone trees; Door hangers; Newsletters; and newspaper releases.
- D. Where applicable, open meeting and notice policy shall comply with the requirements of Oregon public meeting laws, or other statutes and administrative guidelines.

ARTICLE X: ACTION BY NEIGHBORHOOD DISTRICT ASSOCIATIONS

- A. Except as noted above in Article VII, Section C, action by Neighborhood District Associations shall be conducted by majority vote of the membership present.
- B. Meetings shall be conducted in a businesslike manner consistent with Robert's Rules of Order.
- C. Members shall have the right to introduce agenda items for consideration at all regular and special meetings in writing or by motion from the floor.
- D. Additional operating rules and procedures:

Neighborhood District Associations may adopt or modify additional rules and procedures that do not conflict with the Neighborhood District Association Standard Bylaws by a 2/3 vote of the Association membership present at a regular or special meeting.

ARTICLE XI: STANDARD BY-LAW CHANGES

- A. The City Council, at a regular meeting, may revise or suspend any section of the Neighborhood District Association Standard Bylaws as they pertain to individual districts.
- B. Proposals from the Lewelling Neighborhood District Association requesting the City Council to revise or suspend section(s) of the Neighborhood District Association Standard Bylaws shall be approved by a 2/3 vote of the Association membership present at a regular or special meeting.
- C. Proposals for revision or suspension of Standard Bylaw articles under Article XI, Section B, above shall be well publicized through regular channels, at least one meeting prior to the scheduled vote, to both the Lewelling Neighborhood District Association membership and to the public.