

# Gaffney Lane Neighborhood Association – Bylaws

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## **Article I. Name and Purpose**

Section 1 The name of this Association shall be the Gaffney Lane Neighborhood Association (GAFFNEY LANE NA)

Section 2 The purpose of the GAFFNEY LANE NA will be exclusively social and civic; to promote, coordinate and implement all aspects of community planning through neighborhood participation and advice to the City Commission, the Planning Commission and other planning and advisory bodies; to provide a vehicle for maximum citizen participation in promoting the livability and environment of the neighborhood; to participate together in their mutual interest and to promote and coordinate communication among its members and between neighborhood and City government, all which is not for profit.

This association shall be nonpartisan and will assist in the dissemination of information on all matters affecting the growth, development, and livability of the above described neighborhood.

Section 3 The GAFFNEY LANE NA shall comply with all applicable Federal, State, and local laws and regulations.

## **Article II Boundaries and Membership**

Section 1 The area served by the GAFFNEY LANE NA shall include the following boundaries: As designated by the Oregon City Neighborhood Association map of October 2009.

Section 2 All persons who reside, own property, or operate a business, in the area describe above in Article II, Section 1 shall be considered for membership.

Section 3 There will be no dues or other requirements imposed which would in any way prevent any person who meets the description above in Article II Section 2 from becoming or remaining a member of the GAFFNEY LANE NA. Contributions, contracts, grants or paid advertisements in any neighborhood newsletter may be used as sources of association income.

Section 4 The privileges and responsibilities of membership are:

- a. To participate in a civil manner related to all business conducted by the GAFFNEY LANE NA.
- b. To attend meetings and speak from the floor on any issue which is being considered by the GAFFNEY LANE NA.
- c. To vote (if of voting age, see Article VIII Section 1) on motions placed before the general membership at regular or specific meetings, including participation in the election of officers and to run for any office of the GAFFNEY LANE NA.
- d. To serve on committees of the GAFFNEY LANE NA.

# Gaffney Lane Neighborhood Association – Bylaws

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Section 5 Any and all organized efforts to raise funds for the GAFFNEY LANE NA shall be approved by the Steering Committee and ratified by majority vote of the General Membership.

## **Article III Accountability and Grievances**

Section 1 The GAFFNEY LANE NA shall be accountable to the people in the neighborhood, defined by the above boundaries in Article II, Section 1. The association shall provide notification to the neighborhood of meetings, elections, action taken on issues, and other pertinent events as specified in these by-laws.

Section 2 The GAFFNEY LANE NA and its elected officers shall be responsible for seeking the views of the residents affected by proposed policies or actions before adopting any recommendations, through a regular orderly process.

Section 3 Dissenting views on any issue considered by the neighborhood association shall, upon written request by any member, be transmitted along with any recommendations submitted for governmental review. Resolution of any grievances concerning the activities, policies or recommendations of the association shall be determined by majority vote of the members present at the association's meeting during which the grievance is scheduled for resolution. Both dissenting views and grievances shall be noted in the minutes.

Section 4 The names, addresses and telephone numbers of the chief officers shall be filed with the appropriate governmental agencies responsible for notifying neighborhood associations of matters which affect them, and the association shall undertake to keep the listing correct.

## **Article IV Officers**

Section 1 Officers shall be elected at the annual meeting for terms of two years and shall perform the following duties:

- a. **CHAIR** – Presides at all general meetings of the membership and meetings of the Steering Committee; prepares the agenda for the general membership and special meetings, shall be an ex-officio member of all committees except the Nominating Committee; perform such other duties as shall be delegated by the Steering Committee. The Chair may appoint members to serve on special projects (e.g. The South Fork Water Board Citizen Advisory Committee, the Oregon City Rate Review Committee, Transportation Advisory Committee, and other committees of the City of Oregon City and other jurisdictions such as Tri-Met, Metro, etc.)
- b. **VICE-CHAIR** – Performs the duties of the Chair in his or her absence; and performs other duties as shall be delegated by the Steering Committee.
- c. **SECRETARY** – Records minutes and keeps records of attendance of all general meetings and meetings of the Steering Committee, provides copies of the minutes to each member at the general meeting or in the Associations Newsletter, keeps records

# Gaffney Lane Neighborhood Association – Bylaws

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of attendance of all general and Steering Committee meetings. Coordinates and maintains files of all Association related correspondence on behalf of the general membership, the Steering Committee and the standing committees. Maintains accurate and up-to-date files of all correspondence and minutes and stores them at the Secretary's home address. The Secretary also provides that copies are on file with City of Oregon City (see Article X Section 2. Secretary and Treasurer may be combined also.

- d. **TREASURER** – Prepares and presents an annual balanced operations budget for approval by the membership at the annual meeting. Accounts for the receipt of contributions and other sources of funding. Disburses approved expenditures. Authorizes payment of bills within the limits of the approved budget as directed by the Steering Committee. Makes available an up-to-date financial statement at all steering committee and membership meetings.

Section 2      Authorized Signers – All officers will be authorized as co-signers on expenditures and payment vouchers, all of which require two signatures. If officers are of the same household, they shall not be co-signers on the same voucher.

## **Article V      Steering Committee and Quorum**

Section 1      There shall be a steering committee composed of the four elected officers currently serving, the immediate past chair of the GAFFNEY LANE NA and a minimum of two (2) and maximum of four (4) members elected at large. During the first year the steering committee shall be comprised of a minimum of five (5) members.

Section 2      Members-at-large shall be elected by the membership at the annual meeting of the GAFFNEY LANE NA.

Section 3      Any member of the Steering Committee who misses two (2) consecutive meetings may be deemed to have vacated his/her position. Any steering committee member who misses four (4) meetings in one year, will be contacted to determine his/her continued interest.

Section 4      When a vacancy occurs, the Steering Committee may make a temporary appointment to serve until the next general election.

Section 5      The duties of the Steering Committee shall be to:

- a. Coordinate all activities of the association by acting as its spokesperson through review, discussion and by referring issues for a vote by the membership. Members of the Steering Committee shall make regular reports to the membership at general meetings, concerning all of the Steering Committee activities.
- b. Investigate thoroughly and keep the membership informed about issues or concerns to the association and neighborhood.
- c. Recruit members to serve on standing committees.

# Gaffney Lane Neighborhood Association – Bylaws

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- d. Facilitate the above purposes by each member-at-large of the Steering Committee acting as chairman for one or more of the following standing committees (once the committee (s) become activated):
  1. Transportation, Automobile, Bicycle and Traffic Committee
  2. Government, budgets, ballot measures and election issues, candidate fair or forum (representing all sides of the issues)
  3. Comprehensive Planning and Land Use
  4. Crime Prevention/Safety (Neighborhood Watch, Block Homes, and street lighting)
  5. Energy Conservation and Resource Efficiency
  6. Neighborhood History Committee
  7. Housing and Care Facilities
  8. Membership and Neighborhood Activities
  9. Newsletter and Publicity Committee
  10. Pedestrian and handicapped barriers
  11. Parks and Recreation, Landscape and Trees Committee
  12. Neighborhood Assets (individuals, social organizations, churches, schools, etc)
  13. Programs and Speakers

Section 6 A majority of the elected Steering Committee present at any regularly scheduled meeting of the Steering Committee shall constitute a quorum. Decisions shall be made by a majority vote.

## **Article VI Committees**

Section 1 Committees shall have responsibilities such as their names indicate and as may be assigned to them by the Steering Committee. Each committee shall develop a statement of organization and purpose to be approved by the general membership.

Section 2 Special committees may be created by the Steering Committee, or by vote of the membership, as needed to expedite the work of the GAFFNEY LANE NA. Members of standing committees shall elect their own Committee Chair and Vice Chair. Any member of the GAFFNEY LANE NA may serve on standing or special committees. Members of the standing committees shall be appointed by the Steering Committee.

Section 3 The Standing Committee Chair may appoint subcommittees or workgroups to assist the committee in its responsibilities, provided however that the chair of any such subcommittee or workgroup is a member of the Standing Committee.

Section 4 A majority of the committee members present shall constitute a quorum. Committee action shall be by a majority of those present and voting.

# Gaffney Lane Neighborhood Association – Bylaws

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Section 5 Committees shall make recommendations to the Steering Committee for action. Committees shall not have the power to act on behalf of the Association without specific authorization from the general membership or Steering Committee.

Section 6 The Comprehensive Planning and Land Use Committee shall have the authority to act on behalf of the GAFFNEY LANE NA between steering and general membership meetings. All actions by the Comprehensive Planning and Land Use Committee shall be presented at the following general membership meeting.

## **Article VII Meetings**

Section 1 The Annual General Membership meeting for the election of officers and approval of the budget shall be held on the second Thursday of November at a place determined by the Steering Committee.

Section 2 General Membership meetings shall be held on the second Thursday of the month in the months of January, March, May, July, September and November at a place determined by the Steering Committee.

Section 3 A quorum for any general membership or steering committee meeting of the GAFFNEY LANE NA shall be comprised of those members in attendance. Unless otherwise specified in these bylaws, decisions, with the exception of amendments to the by-laws, shall be made by a majority vote of those members present at any meeting.

Section 4 The Chair shall prepare the agenda for general and special meetings of the membership subject to the approval of the Steering Committee. Any person may add an item to the agenda by submitting the item in writing to the Chair at least seven (7) days in advance of the membership meeting. Any member of the GAFFNEY LANE NA may make a motion to add an item to the Steering, General or Special meeting agendas. That motion requires a second and majority vote.

Section 5 Meetings of the Steering Committee shall be held as scheduled by the Steering Committee.

Section 6 Special meetings may be called by the Chair or by members (any three (3) members for a meeting of the Steering Committee and any ten (10) members for a meeting of the membership) provided the Steering Committee or general membership (as appropriate) is notified of the special meeting in writing at least seven (7) days in advance of the meeting.

Section 7 All meetings of the Association shall be open to the public.

## **Article VIII Elections**

# Gaffney Lane Neighborhood Association – Bylaws

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Section 1 Members 18 years of age (voting age) and older shall be able to vote in all regular and special elections of officers.

Section 2 Any member 18 years of age or older, may run for any vacant office by simply declaring his or her intention to do so. Any member may be nominated for any vacant office by any other member of the Association.

Section 3 A Nominating Committee may be elected at the regular meeting of the general membership prior to the election. Members of the Nominating Committee are not barred from becoming nominees for office themselves. The Nominating Committee shall nominate at least one candidate for each office. Before making its report, the Nominating Committee will contact each person whom it wishes to nominate. The Nominating Committee is automatically discharged when its report is formally presented to the membership.

Section 4 Regular elections of officers shall be held at the annual November meeting. Special election may be held at any regular meeting, for the purpose of filling vacant positions, provided the membership is notified of the special election in writing, at least seven (7) days in advance of the meeting.

Section 5 A vote by proxy, an absentee vote, a vote by mail and a secret ballot of the members in private after which only the result is announced to the public will not be allowed.

## **Article IX Conflict of Interest**

Section 1 A conflict of interest exists for a member whenever the member holds a personal financial interest which will be impacted by the action or inaction of the GAFFNEY LANE NA on a proposal before the membership or Steering Committee. A personal financial interest shall include a financial interest held by the member or by members of their immediate family. (Examples of personal financial interest would include: ownership of property, the use of control which is being considered by the GAFFNEY LANE NA; plans to purchase property, the use or control of which is under discussion by the GAFFNEY LANE NA, etc.

Section 2 Whenever a member determines that he or she has conflict of interest relating to an item under discussion, they must inform the body (membership or Steering Committee) hearing the proposal that a conflict of interest exists. Having done so, they may still exercise their vote.

## **Article X Public Meetings/Public Records Requirements**

Section 1 The GAFFNEY LANE NA shall abide by all Oregon Statutes relative to public meetings and public records.

# Gaffney Lane Neighborhood Association – Bylaws

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Section 2 Official action(s) taken by the GAFFNEY LANE NA must be on record and 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 should be transmitted along with any recommendation made by the GAFFNEY LANE NA to the City.

## **Article XI Non-Discrimination**

Section 1 The GAFFNEY LANE NA must not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, age, disability, national origin, income, or political affiliation in any of its policies, recommendations or actions.

## **Article XII Parliamentary Authority and Amendments**

Section 1 The most current addition of the Scott Foresman Roberts Rules of Order, Newly Revised, shall govern the procedures of the Association when the procedure is not otherwise covered by these by-laws.

Section 2 These bylaws may be amended by a two-thirds (2/3) vote of those members present and voting at any regular meeting of the Association, provided that notice of the proposed amendments shall have been read at the previous regular meeting, and the membership is notified of the intent to amend the bylaws in writing at least thirty (30) days in advance of the meeting.