

## 2017 Bylaws of the Collins View Neighborhood Association (CVNA)

It is the intention of these bylaws to be fair and give voice to the community.

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- Article I**      **Purpose**
- Section 1      **Purposes of CVNA:**
- a) Enhance neighborhood livability by providing an open process that enables all members of the neighborhood to become involved in the affairs of the neighborhood.
  - b) Establish and maintain open lines of communication with other organizations, businesses and boards such as SWNI (SW Neighborhoods, Inc.) and other neighborhood associations, as well as with various city and regional government agencies.
  - c) Maintain organization under ORS Chapter 65.
- Section 2      **General Membership:** Membership in CVNA shall be open to any resident within the borders of Collins View Neighborhood Association and store-front business owners, commercial merchants and nonprofit organizations (e.g. a church, educational institutions) located within the boundaries of CVNA as defined in Article VIII of these bylaws.
- Section 3      **Voting:**
- a) Only board members can cast a single binding vote each. Decisions will be made by a majority of those votes cast, provided the votes cast constitute a quorum. Each board position will have one vote, and each board member shall have one regardless of the number of positions he or she holds. Abstentions do not contribute to achieving a quorum.
  - b) Any resident member described in Section 2 above shall be eligible to cast one vote during the regular May meeting to elect the CVNA board members and amend and adopt CVNA's bylaws. One representative of each nonprofit organization or business located within the CVNA boundaries shall have the same privilege as the resident members mentioned above. In the event one single CVNA resident member is also representing a second party, such as a business, nonprofit organization or institution located within CVNA's boundaries, that resident member shall be entitled to one general vote only.
  - c) On any specific issue, the chair may poll all the members present at the regular meeting to gauge the sentiment of the neighborhood. This poll is nonbinding.
  - d) **Quorum:** Voting by the board members at the monthly or special meetings shall require a minimum of seven board members to constitute a quorum. If no quorum is present, the vote will be deferred to the next meeting.

Section 4      **Non-discrimination:** CVNA does not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income or political affiliation, in any of its policies, recommendations or actions.

**Article II      Funding**

Section 1      **Dues:** CVNA shall not charge dues or assess membership fees. However, the organization may accept voluntary contributions and conduct fundraising activities for uses that further the neighborhood association's purposes.

**Article III      Meetings**

Section 1      **Regular Meetings:** Meetings shall be open to the public and held on the first Wednesday of every month except July and August. The election of the board members and the bylaws are voted on during the May meeting by a general vote of the resident members present. Otherwise, decisions shall be by majority vote of the board members at the regular monthly meetings, as described in Article I, Section 3a.

Section 2      **Special Meetings:** Either the chair or board members by majority vote may call a special meeting of the neighborhood association for time-sensitive issues. The agenda and minutes of the meeting must reflect the nature of the special meeting. Other related business may be discussed or acted on at a special meeting at the discretion of the chair.

Section 3      **Notification of the Special Meeting** shall be by email, collinsviewnextdoor.com; phone call, neighborhood signage or publication in Southwest Neighborhood News (*SWNI News*), or its successor, seven days prior to the meeting if possible, but no less than 48 hours.

Section 4      **Committee Meetings:** A committee chair, as necessary, may call a committee meeting. Notification of all scheduled committee meetings shall be communicated to the membership at the monthly meeting and by email, collinsviewnextdoor.com, phone call, neighborhood signage or publication in *SWNI News*.

Section 5      **Agenda:** The chair shall prepare the agenda for monthly and special meetings. Any person wishing to add an item to the agenda may submit the item for consideration in writing to the chair in advance of the meeting.

Section 6      **Procedures:** CVNA shall follow *General Robert's Rules of Order* (revised) in considering any topic not expressly covered by the bylaws.

Section 7      **Open Meetings / Public Records Law:** CVNA will abide by the open meetings / public records policy governing the neighborhood associations as set forth by SWNI and Office of Neighborhood Involvement.

Section 8      **Minutes of the Meetings:** CVNA's secretary or designee shall take minutes at all

meetings. Minutes shall be submitted to board members to confirm accuracy. Minutes shall be made public and always available to the community by several most effective venues, including, but not limited to: collinsview.nextdoor.com, collinsview.org and swni.org websites.

**Article IV**      **Board of Directors**

Section 1      **Composition of Board and their duties:** The board members and duties are as listed below:

**Duties of Board Members:** Board members should attend at least six meetings per year of all monthly meetings prior to being elected. Any board member who needs to respond on behalf of CVNA to any outside agencies will do so in consultation with at least three other board members including the CVNA chair.

a) **Chair** — The chair shall:

- 1.1.1.1.      prepare agenda for all meetings
- 1.1.1.2.      preside at all meetings
- 1.1.1.3.      appoint members to fill vacant board positions and open committee assignments subject to majority approval of the board
- 1.1.1.4.      designate an alternate board member to serve as chair in his or her absence

b) **Secretary** — The secretary shall:

- 1.1.1.1.      keep minutes and written records of majority and minority opinions expressed at all meetings
- 1.1.1.2.      transmit minutes of CVNA meetings to several venues including, but not limited to: collinsview.nextdoor.com, collinsview.org and swni.org websites
- 1.1.1.3.      make records of CVNA available for inspection for any proper purpose at any reasonable time
- 1.1.1.4.      assist in submitting the monthly Collins View article to SWNI News
- 1.1.1.5.      submit roster of meeting attendees to SWNI

c) **Treasurer** — The treasurer shall:

- 1.1.1.1.      receive and disburse CVNA funds
- 1.1.1.2.      open and maintain a bank account on behalf of CVNA, if necessary
- 1.1.1.3.      submit a written reconciliation to the board at the annual meeting

Any disbursement in excess of \$99 shall require the vote of the board.

d) **SWNI Delegate** — The SWNI Delegate shall:

- 1. attend SWNI board meetings
- 2. represent CVNA issues on that board. The delegate is obligated to vote as the CVNA majority voted, regardless of how the delegate personally voted. If

unable to do this, the delegate is required to recuse him/herself. The chair can assign a substitute representative or participate fully as a delegate to any SWNI or committee meeting.

3. advise the CVNA board of SWNI issues and activities
- ! see Article IV section 1: Any board member who needs to respond on behalf of CVNA to any outside agencies will do so in consultation with at least three other board members including the CVNA chair.

e) **Lewis & Clark representative** — The institution shall be represented by one staff / faculty person appointed by the administration of Lewis & Clark College.

f) **Lewis & Clark student representative** — This position is elected by the student body to represent all the students.

g) **CVNA boundaries shall be divided into sectors and the sectors shall be represented by sector delegates.**

1. A list of "proposed sectors" (the NET sectors, described in collinsview.org) will serve as a guideline.
2. The final parameters of the sectors represented by a particular delegate shall be defined by the CVNA board at the time the delegate is voted in. This allows for flexibility for a larger sector or a sector that incorporates portions of other proposed sectors that may suit a particular delegate.
3. Delegates can be voted in at any time as ad hoc and confirmed at the next general meeting.
4. Delegates who meet the minimum requirement set forth in the bylaws (sector delegate's duties) shall have one vote on the CVNA board. There will be one vote per a predefined sector regardless of the number of co-delegates.

**Sector Delegates shall:**

1. attend at least six monthly meetings. If two reps share one sector's duties, they also share the total number of meetings they are required to attend each year.
2. solicit concerns from the neighborhood and bring them to the board for consideration
3. assist in the dissemination of information from the board back to the neighborhood

## Section 2

**Duties of Board Committees:** Board committee members should attend at least six monthly meetings. Any board committee member who needs to respond on behalf of CVNA to any outside agencies will do so in consultation with at least three other board members and the chair.

a) **Outreach Committee:** The Outreach Committee shall:

1. promote participation in CVNA activities and committees
2. assist in notifying the membership of meetings, elections, events and other relevant matters of concern
3. correspond by several venues judged most effective, including but not limited to: collinsview.nextdoor.com, collinsview.org and swni.org websites

- b) **Land Use:** The Land Use Committee shall:
1. respond to land-use actions within CVNA
  2. review all land use notifications and present them to CVNA at monthly meetings
  3. participate in the SWNI Land Use Committee
  4. vote as the CVNA majority voted, regardless of delegate's personal opinion. If unable to do this, the delegate is required to recuse him/herself. The chair can assign a substitute representative or participate fully as a delegate to any SWNI or committee meeting.
- c) **Environment, Parks and Trails:** The Environment, Parks and Trails Committee shall:
1. promote the importance of parks and trails and cemetery maintenance in the neighborhood and encourage good parks management as pertaining to parks, trails and recreational opportunities
  2. participate in the SWNI Parks Committee
  3. vote as the CVNA majority voted, regardless of delegate's personal opinion. If unable to do this, the delegate is required to recuse him/herself. The chair can assign a substitute representative or participate fully as a delegate to any SWNI or committee meeting.
- d) **Public Safety:** The Public Safety Committee shall:
1. promote public safety
  2. participate in the SWNI Public Safety Committee
  3. vote as the CVNA majority voted, regardless of delegate's personal opinion. If unable to do this, the delegate is required to recuse him/herself. The chair can assign a substitute representative or participate fully as a delegate to any SWNI or committee meeting.
- e) **Transportation:** The Transportation Committee shall:
1. promote neighborhood livability and safety
  2. implement the transportation objectives of the CVNA
  3. participate in the SWNI Transportation Committee
  4. vote as the CVNA majority voted, regardless of delegate's personal opinion. If unable to do this, the delegate is required to recuse him/herself. The chair can assign a substitute representative or participate fully as a delegate to any SWNI or committee meeting.
- f) **Safe Routes to School Delegate:** The Safe Routes to School Delegate shall bring safe routes and school issues to SWNI from the neighborhood and serve as the neighborhood's advocate for safe routes to schools within CVNA's boundaries.
1. The delegate is obligated to vote as the CVNA majority voted, regardless of the delegate's personal opinion. If unable to do this, the delegate is required to recuse him/herself. The chair can assign a substitute representative or participate fully as a delegate to any SWNI or committee meeting.

**Article V**      **Board Elections**

- Section 1      **Frequency:** All board members, as defined in Article IV of these bylaws, shall be elected annually. Board members with multiple positions shall have one vote only and committees with co-chairs will have one vote per committee.
- Section 2      **Eligibility:** Only individuals eligible for CVNA membership as defined in Article 1, Sec. 2, shall be qualified to hold an elected or appointed board position. Board members are elected during a vote by the general membership in attendance at the May meeting.
- Section 3      **Date of Election:** An election shall be held each year on the first Wednesday of May at the regular meeting.
- Section 4      **Notice of Election:** The agenda of the March and April meetings shall include an announcement of the pending May board elections (posting on collinsview.org, collinsviewnextdoor.com, email and SWNI whenever possible). This agenda item shall call for members who would be willing to be a candidate for election to the board. Meeting minutes shall reflect this call for candidates. The board may take other measures to increase candidacies.
- Section 5      **Nominations:** Prior to the May meeting, the board shall, to the extent possible, have a slate of nominees for elective positions. At the May meeting, additional nominations from the floor shall be called for each board position.
- Section 7      **Ad-hoc Board Positions:** The board may, by majority vote following Article 1, Section 3(a), create ad-hoc positions throughout the year to serve on the board as needed.  
!    Members appointed to these board positions will serve out the term until the position is affirmed at the next May meeting.  
!    The ad hoc position has one board vote.
- Section 8      **Voting:** Following additional nominations from the floor, election of board members shall occur. Election requires a majority of the voting resident members (as defined above) present at the May meeting. A voice vote may be taken for a unanimous ballot if no more than one candidate is nominated for each position. A secret ballot shall be cast if two or more candidates are nominated for any position.
- Section 9      **Vacancies:** The chair or, in the absence of the chair, the board may nominate a member to fill any vacancy following the May meeting. The nominee shall be confirmed in accordance with Article 1 Section 3.
- Section 10     **Term Limits:** The term of office is one year. There shall be no limit to the number of terms served.

**Article VI**      **Conflict of Interest**

Section 1 Whenever a board member is determined to have a conflict of interest concerning an item under discussion by the board, whoever is considering the proposal determines that such a conflict of interest exists. That member must abstain from voting on the matter under consideration. Any board member, applicant or petitioner involved in an action within CVNA boundaries that is brought before the CVNA board, such as variances, building permits or other code / ordinances or plans, must abstain from voting.

**Article VII Amendment of Bylaws**

Section 1 CVNA's bylaws shall only be amended by vote of a majority of those members in attendance at the May meeting, except as provided by Article VII section 2.

Section 2 If it is deemed that a particular bylaw may need more refinement or additional debate and it cannot be sufficiently addressed in the May meeting, the chair may call for extra time in the next monthly meeting, or successive monthly meetings, to revisit those particular bylaws until a vote can be taken.

**Article VIII Boundaries of CVNA**

Section 1 Map [<https://www.portlandoregon.gov/oni/article/58363>] shows boundaries of the Collins View Neighborhood Association.

*These bylaws (2017 edition) to be Amended or Ratified May 2017*

As Approved by Bylaws Committee April 2017: (signed) Prakash Joshi, Gene Lynard, Avi Solomon, Jim Diamond, John Miller, Fran Laird, Robert Fischer, Anna Browne, Brendan McGillicuddy, Maryellen Read.