

FIRST ADDITION/FOREST HILLS NEIGHBORS
BYLAWS (Revised 3/2011)

ARTICLE I. NAME

The name of this association shall be First Addition Neighbors, hereinafter called the "Association."

ARTICLE II. PURPOSE

The purpose of the Association is to provide a forum for the membership to work together for the improvement of neighborhood livability. Matters of common concern include, but are not limited to, the livability of the neighborhood, city and region; participation in all phases of government processes with special emphasis on planning and land use, e.g., land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, and environmental quality; and ongoing communication with Governments.

ARTICLE III. MEMBERSHIP AND BOUNDARIES

Section 1. Voting membership shall be open to all persons who are fourteen (14) years of age or older and who reside, own property or own fifty percent or more of a business located within the boundaries of the Association.

Section 2. Any other person interested in the Association's purpose may attend Coordinating Committee and Annual Meetings.

Section 3. Voting members shall be entitled to vote after their names and addresses have been properly recorded on the voting membership roster of the Association, so long as they continue to meet the requirements for voting membership.

Section 4. The boundaries of the Association at the time of formation are determined and approved by the City Council City of Lake Oswego. The boundaries of the Association may be amended from time to time by the City Council of the City of Lake Oswego. The boundaries of the Association are shown on the map, Exhibit A, or as it may be amended upon approval of a change in the boundaries of the Association by the Lake Oswego City Council.

ARTICLE IV. OFFICERS

Section 1. The officers of this Association shall be: Chair, Vice Chair, Secretary and Treasurer. Officers shall be voting members.

Section 2. The duties of the officers shall be as follows:

a. The Chair shall preside at all meetings of the Association and of the Coordinating Committee; shall be a member ex officio of all committees; and shall perform such other

duties as may be prescribed in these By-Laws, or assigned to the Chair by the Coordinating Committee of the Association.

b. The Vice Chair shall act as an aide to the Chair; shall serve in the absence of the Chair; and shall perform such other duties as may be assigned by the Chair or the Coordinating Committee.

c. The Treasurer shall keep records and ledgers in accordance with accepted accounting practices; shall ascertain that all transactions are in the approved format; shall see that all drafts are appropriately countersigned; and shall perform such other duties as may be assigned by the Chair or the Coordinating Committee.

d. The Secretary shall be responsible for all correspondence and shall have the main responsibility for notification of all members and other agencies and shall perform such other duties as may be assigned by the Chair or the Coordinating Committee. The Secretary shall prepare and maintain full and correct records of all meetings of the Association and of the Coordinating Committee, which records shall be prepared within twenty-one (21) days after the respective meetings, and shall perform such other duties as may be assigned by the Chair or the Coordinating Committee. Co-Secretaries are permitted. A copy of the minutes of meeting shall be provided to the Lake Oswego Planning Commission members and City staff. The names, addresses and phone numbers of officers and board members must be annually filed with the City.

ARTICLE V. COORDINATING COMMITTEE

Section 1. The Coordinating Committee shall consist of the Chair, the immediate Past Chair for a period of one year following their tenure as chair, the Vice Chair, Treasurer, and Secretary, and a minimum of ten (10) voting members of the Association elected by the voting membership.

Section 2. Any vacancy shall be filled by a majority vote of the members of the Coordinating Committee. The member so appointed shall fill the office for the balance of the unexpired term.

Section 3. Meetings of the Coordinating Committee may be convened at the request of any five (5) members of the Coordinating Committee, the Chair, or any three (3) officers. There shall be a minimum of semi-annual meetings.

Section 4. The Coordinating Committee shall govern the affairs of the Association by reason of the authority of these By-Laws.

Section 5. Duties of the Coordinating Committee shall be to:

a. Transact business between general membership meetings and such other business as may be referred to it by the membership or by any of the committee.

b. Implement acceptable plans and work of the committees.

c. Present a report of its activities at general membership meetings.

- d. Establish arrangements, agendas and priorities for all meetings of the general membership.
- e. Consider proposals and grievances as provided in ARTICLE IX, Section 2.
- f. Establish and maintain a continuing liaison between the Association and appropriate officials and departments of the City of Lake Oswego, Oregon and of other appropriate government bodies.
- g. Discuss materials that City of Lake Oswego has provided, when appropriate.
- h. Inform the membership and solicit their opinions on any issue, which in the opinion of a majority of the Coordinating Committee is material or significantly affects the neighborhood before adopting any policy or recommendation. If the Coordinating Committee decides to present a report to a public or governmental body, a minority opinion, written by the minority members, may also be presented if requested by 25% or more of the Coordinating Committee in attendance.
- i. Inform the City of Lake Oswego of the date, place and time of each Coordinating Committee meeting, and of the issues addressed at such meetings.
- j. Review policy or comprehensive plan amendments on any matter affecting the livability of the neighborhood.
- k. Review proposed City of Lake Oswego budget items and make recommendations relating to neighborhood improvements.
- l. Cause a list of mailing addresses of members and potential members within the geographic boundaries of the Association to be maintained, together with such additional Association property owners not residing within the Association boundaries as request to be placed on the Association mailing list.
- m. To help other new neighborhood associations trying to develop or be recognized.
- n. To communicate with other neighborhood associations regarding mutual concerns.

ARTICLE VI. ELECTIONS

Section 1. Officers and members of the Coordinating Committee of the Association shall be elected at the Annual Meeting and are elected by a simple majority of those Association members present.. Elected officers and members of the Coordinating Committee shall assume office at the end of the election meeting and shall serve for one year or until their successors are duly elected.

ARTICLE VII. GENERAL MEETING/COORDINATING COMMITTEE MEETINGS

Section 1. All meetings shall be open to the public.

Section 2. Regular Coordinating Committee meetings shall be held at a time and place fixed by the Coordinating Committee. General membership meetings shall be held at a time and place fixed by the Coordinating Committee and shall be held at least annually. The Coordinating Committee shall call a general membership meeting within fifteen (15) days if such a meeting is requested in writing by at least fifty (50) members.

Section 3. A quorum for a general membership meeting shall be the voting members in attendance in person or by proxy. A quorum at a meeting of the Coordinating Committee shall be the lesser of fifty percent (50%) or seven (7) members of the Coordinating Committee.

Section 4. Except as provided in ARTICLE XI, a determination of any question or issue at a general membership meeting shall be a majority of those voting on the question or issue.

Section 5. Notice of general membership meetings shall be circulated not less than seven (7) days prior to the meeting, in accordance with the notification procedure in ARTICLE IX, Section 1. Notice of Coordinating Committee meetings shall be provided not less than 72 hours in advance by two posted meeting notices and an announcement in the City Newsletter or on the Association's website. On all matters upon which the Coordinating Committee will deliberate and make a recommendation to a City public hearing body, in addition to notices required above, notice shall also be given to such news media which have requested notice of the meeting; and to such persons who requested notice of the meeting. If less than 24 hours notice is necessary, notice shall be given as is appropriate under the circumstances to members of the Coordinating Committee and to such news media that have requested notice of Coordinating Committee meetings. The reason for the emergency or the extraordinary circumstances shall be stated in the minutes of the meeting.

Section 6. Voting members shall be entitled to vote at general membership meetings either in person or by proxy. A proxy must specify the issue and the vote (yes or no). To be valid, a proxy must be signed and delivered in writing to the Recording Secretary prior to the meeting at which the vote is to be cast.

ARTICLE VIII. STANDING COMMITTEES

Section 1. Standing Committees shall be appointed by the Coordinating Committee.

ARTICLE IX. ACCOUNTABILITY PROCEDURES

Section 1. Notification of all general membership meetings shall be by written notice distributed to all members of the Association. Written notice may be given personally or by mail, fax, or e-mail.

Section 2. Any member may present proposals for action or grievances at any general membership meeting or Coordinating Committee meeting, or to any member of the Coordination Committee. The member submitting the proposal or grievance shall be notified at least seven (7) days in advance of the date, time, and place that the proposal or grievance will be reviewed.

ARTICLE X. PARLIAMENTARY GOVERNMENT

Section 1. Robert's Rules of Order shall govern the procedure of the Association or the Coordinating Committee when requested by Coordinating Committee members.

ARTICLE XI. AMENDMENTS

Section 1. These By-Laws may be amended at any general membership meeting of the Association by a two-thirds (2/3) favorable vote of the voting members present and voting on the proposed amendment. No provision of the Bylaws required by the City of Lake Oswego's Citizen Involvement Guidelines may be amended without the written consent of the City of Lake Oswego.

ARTICLE XII DUES AND COMPENSATION

Section 1. There are no dues or fees for membership. The Association may seek voluntary contributions from members and may conduct fund-raising functions when the Coordinating Committee directs.

Section 2. The Coordinating Committee members are not entitled to receive any compensation, except for reimbursement for expenses. The Coordinating Committee may authorize reimbursement for actual authorized expenses incurred by any member of the Association.

EXHIBIT A

