

WEST SLOPE NEIGHBORHOOD ASSOCIATION COMMITTEE BYLAWS

Adopted (date)

Article I: Name, Location and Boundaries

● **Section 1: Name.** The name of the organization shall be the West Slope Neighborhood Association Committee, hereinafter referred to as WSNAC.

● **Section 2: Location.** The registered office of WSNAC shall be located at an address within the boundaries of the area known as the West Slope neighborhood as defined in Article 1, Section 3 of their Bylaws, decided upon by the board.

● **Section 3: Boundaries.** Boundaries of the neighborhood association shall be contiguous and mutually exclusive to those of other formally recognized NACS. The boundaries of the West Slope neighborhood shall be Canyon Road on the south, Highway 26 on the north, 87th Street on the west, and Camelot Court on the east.

● **Article II: Purpose**

The purpose of WSNAC is to promote the general welfare of West Slope residents. Activities that promote the general welfare of West Slope residents include, but are not limited to:

1. Acting as a grassroots, resident-led watchdog organization, keeping abreast of developments that may affect the welfare of the neighborhood
2. Representing the interests of West Slope residents, to various governmental agencies whose activities affect the neighborhood
3. Representing the interests of West Slope residents, to private interests whose activities affect the neighborhood
4. Keeping West Slope residents informed about activities that affect the neighborhood
5. Helping organize ad hoc, resident-led efforts to improve the neighborhood

The existence and activities of WSNAC shall in no way supersede the rights of other organizations within the WSNAC boundaries, or of individual residents of West Slope, to represent themselves and their interests to governmental or private entities.

Goals of WSNAC include, but are not limited to:

- A. Securing community facilities, services and economic conditions, that are conducive to the general welfare of the community;
- B. Creating avenues of communication between the members of WSNAC and the public and private entities serving the area;
- C. Bringing about maximum exposure of ideas and plans that are formulated for the West Slope area, such as development proposals, and providing opportunities for the members to influence them;
- D. Informing the residents, businesses, and organizations in West Slope of the objective and programs of the association and encouraging participation in WSNAC efforts and activities;

- E. Encouraging, preserving, and enhancing the aesthetic and cultural values and diversity of the neighborhood;
- F. Encouraging and assisting groups and organizations within West Slope that strive to improve the general welfare of the community.

Article III: General Membership

- **Section 1: Policies.** The general policies and philosophy of WSNAC shall be determined by the general membership.
- **Section 2: Members.** Any interested person may attend meetings of WSNAC. Voting members of WSNAC (see Article IV, Section 3) are limited to any of the following:
 1. Persons over 18 years of age who live, own property, or have a business license within the boundaries of the association;
 2. High school student representatives who live within the boundaries of the association and who have been appointed by their school to serve as board members, one from each school.
 3. Persons representing nonprofit organizations (one per organization) within the West Slope neighborhood (As defined in Article 1, Section 3).

Each member in attendance may cast one ballot in the annual election of WSNAC board members.

Each board member in attendance shall be allowed one (1) vote and each voting board member in attendance may cast one ballot on each issue presented for adoption. The majority vote shall rule in all ballots unless a greater proportion is required by statute or these bylaws. Any member may request the taking of an advisory vote for the board by all members present in accordance with Article V: Section 2. No member of the Association may make a representation or act on behalf of the Association on any matters except as authorized by the Association within the guidelines of these bylaws.

- **Section 3: Dues, Funding.** Membership or participation shall not be conditioned in any way upon the requirement of the payment of dues or fees. However, the association may accumulate sources of income to carry out its purposes through other means, including voluntary contributions, projects, grants, contracts and subscription to newsletters; and fundraising activities.
- **Section 4: Nondiscrimination.** Membership shall not be limited by race, creed, color, sex, national origin, or other status protected by federal, state, or local government.
- **Section 5: Quorum.** A majority of the board members shall constitute a quorum at any WSNAC general or special meeting.
- **Section 6: General Association Meetings.** General association meetings are meetings of the members of WSNAC and shall be held at least once a year at the same time as the annual meeting. The board shall set the time and place of other general association meetings.
- **Section 7: Annual Meeting.** The annual meeting of WSNAC shall be held on the third Tuesday of October unless otherwise determined by the board by two thirds of the votes cast. The annual election of the board by the general membership, a report by the chairperson on the activities of WSNAC for the previous year, and a report by the treasurer on the financial state of WSNAC shall occur at this meeting.

Article IV: Board Membership, Officers

- **Section 1: Duties of the Board.** The duties of the board shall be:
 - A. To transact necessary business of the organization. The term of a board member shall be one (1) year or until the board member's successor is elected. No board member may serve more than ten (10) consecutive terms (effective October 16, 1999). Any WSNAC member is eligible to sit on the board or hold office;
 - B. To create standing and ad hoc committees as the need arises and approve the plans and work of these committees;
 - C. To inform the association membership of the activities of the board by reporting at the general association meetings and through other means as they are available.
- **Section 2: Purpose.** To provide a manageable organization to meet the Association's goals.
- **Section 3: Election of Board Members, Number, and Terms.** Board members shall be elected at the annual meeting from nominations from the floor. The number of board members may vary with a maximum of 20. The term of office for board members shall be one year. Membership on the board shall be no more than 10% nonresidents. A current list of the names and addresses of all board members shall be kept on file with the Mayor or designate.
- **Section 4: Removal, Vacancies.** A board member may be removed for missing three consecutive meetings without cause by a vote of the majority of the board members present. Vacancies on the board and newly created committee positions will be filled by a majority vote of the board. A board member may be removed for cause as determined by a two-thirds majority vote of all board members.
- **Section 5: Officers.** The board shall elect a chairperson, vice-chairperson, treasurer and recorder. The chairperson, vice-chairperson, and treasurer shall be board members. The recorder may be a board member but it is not a requirement. Officers shall be elected to serve a one-year term or until the officer's successor is elected by the board at its first meeting after the annual meeting. Any officer may be re-elected to the same office for three (3) consecutive years. The board may elect or appoint other officers or agents, as it shall deem necessary and desirable. They shall hold their offices for such terms limited to that of the appointing board and have such authority and perform such duties as shall be determined by the board.
- **Section 6: Duties of Officers.** The duties of the officers shall be as follows:
 - A. The chairperson shall conduct all board meetings, provide an agenda for each meeting based on recommendations from the board, and shall see that all resolutions of the board are carried into effect;
 - B. The vice-chairperson shall perform the chairperson's duties whenever the chairperson is unable;
 - C. The recorder shall have overall responsibility for providing written minutes of the proceedings of each meeting of the board at which a quorum is present.
 - D. The treasurer shall 1) receive all funds; 2) keep an accurate record of receipts and expenditures and; 3) pay out funds only as authorized by the board or a committee appointed by the board with authority to approve expenditures. The books of the treasurer shall be open for examination to any member of the WSNAC upon reasonable notice to the treasurer. As necessary, the chairperson may pay out funds, but only as authorized by the board or a committee appointed by the board with authority to approve expenditures.

E. No person shall hold more than one officer position at the same time.

● **Section 7: Representatives of WSNAC.** Members of West Slope elected to represent WSNAC to other bodies, such as Beaverton's Committee for Citizen Involvement, shall report to the board on at least a quarterly basis. The term of all representatives shall be one year.

● **Section 8: Board Meetings.**

- A. Regular, Special Committee Meetings. Regular meetings of the board shall be held on the third Tuesday of every second month. Notice of such meetings shall be delivered to each board member personally or by telephone, mail, or email not less than five (5) days prior to the meeting; special meetings of the board may be called by the chairperson, or by a majority vote of the board members present at any regularly scheduled board meeting. Board members shall be notified of special board meetings at least two (2) days in advance.
- B. Quorum and Majority Vote. A majority of the number of board members shall constitute a quorum at any board meeting. A majority vote cast by board members present at a duly constituted board meeting shall constitute the acts of the WSNAC Board.
- C. Board Minutes. Written minutes shall be kept of all meetings in which a quorum is present. The minutes shall also reflect the minority opinion on any action taken.
- D. Oregon Public Meeting Law. Oregon Public Meetings Law shall be observed at all board and general association meetings.

Article V: Procedures

● **Section 1: Parliamentary Procedures.** Roget's Rules of Order shall serve as the procedure for discussion.

● **Section 2: Advisory Votes.** Any general member may request an advisory vote of the general membership in attendance at a meeting of the board on any issue before the board.

● **Section 3: Amendments to the by-laws.** These bylaws may be amended or repealed and new bylaws adopted, by a 2/3 majority vote of the board and will be submitted to the Beaverton City Council.