

Bylaws for Jefferson Westside Neighbors

As amended February 13, 2007

Article I. GENERAL MEETINGS

Section 1. Frequency and Location:

The executive board shall endeavor to hold monthly general meetings (except in the months of July and August) at a time and place determined by the executive board. The April meeting is designated the annual meeting. General meetings are open to the public.

Section 2. Notice:

Notice of general meetings shall be included in the City's public meeting calendar and published via one or more of the following methods deemed most feasible by the executive board:

- a) in the association's newsletter
- b) on the neighborhoods electronic bulletin board
- c) mailing to those on the Neighborhood Association's attendance log
- d) mailing to all addresses within the Neighborhood
- e) via other means available to the Neighborhood Association.

Section 3. Notice Contents and Agenda Items:

Said notice shall include the meeting date, time and place and the proposed agenda. Any member may raise additional agenda items at the meeting, but they shall not be voted upon until the next meeting. If two-thirds of those attending the meeting vote that emergency action is called for, the matter may be voted on at the same general meeting

Section 4. Emergency Meetings:

Emergency general meetings may be called by a majority of the executive board or by delivery of a petition requesting said meeting signed by 20 neighborhood association members to an Executive Board member. Such meetings shall be announced by any methods listed in section 2 above that are reasonable.

Section 5. Rules:

Except as otherwise provided in the neighborhood association Charter and Bylaws, the neighborhood association shall conduct meetings and business according to the most recent edition of ***Robert's Rules of Order, Newly Revised.***

Article II. EXECUTIVE BOARD

Section 1. Board members and officers:

- a) The Executive Board shall have seven members, including a Chair, Vice-chair, and five members-at-large.
- b) All board members must be members of the neighborhood association.

Section 2: Nominations:

The executive board shall designate a nominating committee at least one month in advance of each regular election. Notice of the creation and solicitation of members of the nominating committee will be posted in the previous neighborhood newsletter. The committee shall consist of one member of the executive board and two members of the neighborhood association who are not members of the executive board. The committee shall publish a slate of nominees for office in the neighborhood newsletter prior to the election. Further nominations may be made from the floor for each office.

Section 3. Term of office:

An Executive Board member shall hold office until the next regular election for the respective position, or until the position is vacated as provided under Section 8.

Section 4. Elections:

- a) Regular elections for all Executive Board positions shall be held at the annual meeting.
- b) When a position becomes vacant under the provisions of Section II.8, a special election for the office shall be held as follows:

- i. If regular elections will be held at either of the next two meetings following the date the position is vacated, the position shall be filled by a regular election.
 - ii. Otherwise, the Executive Board shall schedule a special election at the next general meeting following the date the position is vacated, if the Executive Board determines adequate notice can be provided the membership in time for that meeting. If adequate notice is not practicable, the Executive Board shall schedule a special election at the general meeting following the next general meeting.
- c) For regular elections and for special elections to fill two or more vacant positions, separate votes shall be conducted for each position in the following order: Chair, Vice-chair, and then each member-at-large.
- d) A candidate for any office must be a member of the JWN and either:
- i. be present at the general meeting when the election is held and indicate his or her willingness to serve in the position; or
 - ii. have attended and signed in at one of the previous six JWN general meetings, and have submitted a written statement of his or her willingness to serve in the position to the Executive Board prior to the election.
- e) Voting in all elections shall be by written ballots. Write-in votes for qualified candidates (as provided by subsection d, above) are allowed.
- f) A vote is valid if it meets all the following conditions:
- i. is cast by a JWN member present during the vote, and
 - ii. is the only vote cast by the JWN member during the vote, and
 - iii. is for a qualified candidate for the position, according to subsection d, above.

- g) To be elected, a candidate must receive a majority of the valid votes cast and must receive at least six valid votes.
- h) When no candidate receives a majority of the valid votes cast, a runoff vote will be held immediately between the two candidates with the most valid votes. Write-in votes are not valid in a runoff vote.
- i) When a candidate receives a majority of votes cast, but less than six votes, a final up-or-down vote on the candidate with the most votes is held. If the candidate does not then receive at least six votes, the position shall remain vacant.
- j) If no one is elected to a position at the meeting where a regular or special election for that position is scheduled, the position shall remain vacant and a special election for the position shall be held at the next general meeting.

Section 5. Duties of the Chair and Vice-chair:

The Chair shall be responsible for:

- a) coordinating and guiding the business and activities of the executive board,
- b) and facilitating the general meetings,
- c) and serving as primary contact person for the Neighborhood,
- d) and acting as liaison with the City of Eugene.

The Vice-chair shall be responsible for the duties of the Chair when the Chair position is vacant, when Chair is unable to perform those duties, or when the Chair delegates any of those duties to the Vice-chair.

The Chair shall be the neighborhood association's representative on the Neighborhood Leaders Council (NLC), unless the Chair declines to serve as NLC representative; in which case, the Executive Board shall designate one of the other board members as NLC representative. The NLC representative serves at the pleasure of the Executive Board. If the NLC representative ceases to be a member of Executive Board, he or she immediately ceases to be the NLC representative.

If both the Chair and Vice-chair positions are vacant, the remaining Executive Board members shall designate one of the members-at-large to serve as Chair Pro Tem until one or both positions is filled by an election.

Section 6. Duties of the Secretary:

The Executive Board shall designate one of the members-at-large to serve as Secretary.

The secretary shall ensure that summary minutes of all general meetings and executive board meetings are taken. The secretary shall ensure that copies of said minutes, correspondence, membership lists, attendance lists, and other records be maintained on file. Minutes of general and executive meetings shall be submitted for publication in the Neighborhood newsletter.

Section 7. Duties of the Treasurer:

The Executive Board shall designate one of the members-at-large to serve as Treasurer.

The treasurer is responsible for receiving all association funds, depositing them in a bank approved by the executive board, and paying out funds authorized by the executive board.

The treasurer shall provide a monthly financial report listing the neighborhood association's financial activity and current assets and liabilities.

Section 8. Vacation of Office:

An executive board position will become vacant upon:

- a) the board member submitting a letter of resignation to the board,
- b) or a two-thirds vote of the members present at a general meeting, with notice of the recall provided in the previous newsletter,
- c) or when the board member misses 4 consecutive Executive Board meetings, unless the board finds that extraordinary circumstances have prevented the board member's attendance,
- d) or when the board member is no longer a member of the neighborhood association.

ARTICLE III - EXECUTIVE BOARD MEETINGS

Section 1. Meetings:

The executive board shall hold monthly meetings unless otherwise decided by a majority of the executive board. Notice of the Executive board meetings shall be included in the City's public meeting calendar and as provided in Article I, Section 2. Executive board meetings are open to the public.

Section 2. Emergency Board meetings:

Either the Chair or a majority of the board members may call an emergency board meeting. Notice shall be as provided in Article I, Section 2. Minutes shall be taken and submitted for publication in the Neighborhood newsletter.

Section 3. Quorum:

The majority of the filled executive board positions shall constitute a quorum for the transaction of business.

Section 4. Purpose:

The executive board may conduct such business and take such action as needed to accomplish the purposes of the neighborhood association. Positions may be taken for the neighborhood by a majority vote of executive board members only when the position is required prior to the next General Meeting whereupon notice of the position will be given and may be overturned by a majority of the neighbors voting to rescind.

Section 5. Board Positions:

The executive board shall represent the neighborhood association's position to the City Council, Planning Commission, Budget Committee, or other appropriate elected or appointed officials. Such positions must specify if the position is one of the general membership, the executive board, an appointed sub-committee, or by organization members present and lacking a quorum. If there is a minority position on the issue, represented by at least 1/3 of those voting, this shall also be represented.

Article IV— PUBLIC INFORMATION

Section 1. Publications:

The executive board shall endeavor to publish a newsletter prior to each general meeting but at a minimum shall provide the number of public

information items required by the City Council.

Section 2. Purpose:

The Newsletter shall provide such services as:

- a) Providing notification of upcoming meetings
- b) Facilitating discussion on local neighborhood issues.
- c) Promoting neighborhood, community, and city events.
- d) Sharing neighborhood-specific information.
- e) Fostering dialog on elections and ballot measures.
- f) Building community.
- g) Recognizing people and businesses for their contribution to the Neighborhood.
- h) Assisting in organizing non-active neighborhood associations.
- i) Distribute City public information.

Section 3. Editor:

The Executive Board shall appoint a neighborhood association member to serve as editor.

The newsletter editor will be responsible for the newsletter's content, format, and preparation for printing. When the newsletter is published with City of Eugene funds, the newsletter editor will collaboratively work with City staff to produce a product that meets the requirements adopted by the Eugene City Council.

Article V — COMMITTEES

Section 1. Committee Establishment & Duties:

The executive board may establish committees, which shall have such duties as the board may determine. Committees may not speak for the Association without specific authority from the executive board to do so. Committee meetings shall be open to all members unless the committee votes to exclude non-committee members from a specific meeting. Any committee may be abolished or any member removed by a majority vote of either the Executive Board or

by a vote of the members voting at a general meeting.

Section 2. Reports:

A representative of the committee will provide progress reports as required by the executive board.

Article VI — FINANCES

Section 1. Funds:

The organization may receive funds and employ persons to further its purposes, and may own and dispose of property.

Section 2. Expenditures:

Grants or monies secured to fund specific projects or programs, which have itemized budgets already approved by the executive board, may be expended without further approval.

Section 3. Reporting:

Executive board shall adopt standard accounting practices for the budgeting and expenditure of funds.

Article VII —BYLAW REVISION

Section 1. These bylaws may be amended, repealed or replaced by the following process.

- a) A motion to amend or repeal these bylaws or to adopt new bylaws at the next general meeting shall be made and approved by a majority vote of members present and voting at a general meeting. The motion shall include the language of the proposed amendment.
- b) Written notice of the proposed bylaws action shall be given to the general membership prior to the next general meeting.
- c) At that next general meeting, the proposed bylaws action will be presented, discussed, and voted on. If it receives at least a two-thirds vote of the members voting, it takes effect immediately unless it includes a provision delaying implementation to a specific date.

Approved Westside Neighborhood Quality Project at February 12, 2002 General Meeting.

Approved by Jefferson Area Neighbors at the March 12, 2002 General Meeting.

Amended by Jefferson Westside Neighbors on February 10, 2004 and on February 13, 2006.