

BOISE  
NEIGHBORHOOD  
ASSOCIATION  
**BYLAWS**

OCTOBER

2024

*These bylaws are the rules and procedures for how the Boise Neighborhood Association will operate and be governed.*

# ARTICLE 1: NAME AND PURPOSE

## Name of Organization

The name of the organization shall be Boise Neighborhood Association (BNA).

## Purpose

a) To enhance the livability of the Boise Neighborhood by establishing and maintaining an open line of communication and acting as a liaison between the neighborhood, government agencies and officials, educational institutions, Boise Neighborhood businesses and business associations, churches, nonprofits, other neighborhoods and neighborhood groups, and other entities of interest and interested in the Boise community. This includes an active working relationship between District Two Coalition of Neighborhoods (D2CN) and Office of Community and Civic Life (OCCL)

b) To provide, encourage and facilitate an open process whereby all members of the the neighborhood may involve themselves or be heard on the issues, affairs and concerns of the Neighborhood.

c) To do and perform all of the activities related to said purposes, to have and enjoy all the powers granted and engage in any lawful activity for which corporations may be organized under ORS chapter 61.

d) To be organized exclusively for educational, environmental, community, scientific, and charitable purposes as prescribed by law. Notwithstanding any statement of purposes or powers aforesaid, this association shall not accept, to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its specific and primary purpose.

e) To meet these livability objectives, it shall be the aim of Boise Neighborhood Association to address the following issues:

1. Citizen Participation
2. Education

3. Economic/Job Development
4. Health Services
5. Housing and Physical Environment
6. Law and Justice, Community Safety
7. Social Services
8. Recreation
9. Honoring Diversity of Culture
10. Transportation

## Non-Discrimination

Boise Neighborhood Association does not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, national origin, legal citizenship, income, or political affiliation in any of its policies, recommendations, or actions.

## Endorsements

The BNA is a non-commercial, non-sectarian, non-profit and non-partisan organization. No commercial enterprise and no political candidate shall be endorsed by the BNA. The name of the BNA and the names of its Board members in their official capacity shall not be used in connection with a commercial concern, or with any partisan interest, or for any purpose other than the regular work of the BNA.

## ARTICLE 2: BOUNDARIES

The Boise Neighborhood Association serves the community in the Boise Neighborhood. The boundaries of Boise Neighborhood shall be defined as follows: Western Boundaries are Interstate 5, East on Skidmore to Rodney, South on Rodney to Failing, East on Failing to Mallory, South on Mallory to Beech, East on Beech to MLK, South on MLK to Fremont, West on Fremont to Vancouver, South on Vancouver to Cook, West on Cook to the onramp to the Fremont Bridge, South on Kerby to Stanton to the intersection of Interstate 5. (See attached).

# ARTICLE 3: FISCAL YEAR AND ELECTIONS

The Boise Neighborhood Association fiscal year starts in January. Elections shall be held at the Annual Meeting in October. Chair and Board Member positions, elected or appointed, are held until the following October elections.

## Terms of Office

Each Board Member shall hold office for a term of one year for which one is elected and until the successor shall be elected. Any position may be served as a co-position up to 3 total positions except the representatives to the District 2 Coalition, which have two members elected. In absence of interested parties, it is possible for one person to hold more than one office.

## Elections of Board Members

Board Members shall be elected annually by a vote of the General Membership. Elections can be held semiannually as needed to allow for a continuous flow of leadership. The names of all candidates for the board shall be placed in nomination. The election requires a majority vote of the Members present. The nominee must be present and accept the nomination before the vote is taken.

## Elections of Board Officers

Board Members shall meet after the annual election meeting and, by majority vote of the Board Members present, elect a Chairperson, Vice Chair, Secretary, and Treasurer. The remaining Board Members shall be members at large. For the election of officers, Board Members, other representatives, and delegates, voting may be by slate if there are no unopposed offices, by oral vote, by a show of hands, or by written secret ballot. Upon the request of any voting member, a show of hands shall follow an oral vote. Anyone wishing to see written ballots may do so at the meeting or anytime before the ballots are discarded. Written ballots must be retained for 60 days after the vote and then may be discarded.

## Number of Board Members

The Board shall determine the exact number of Board positions annually. There shall be at least three (3) and no more than fourteen (14) Board Members.

# ARTICLE 4: MEMBERSHIP

## Membership Eligibility

Any person of the age 18 or above who now or hereafter comes in any one of the following categories within the legal boundaries of the Boise Neighborhood Association as specified in Article 1, who has also consented to Membership. (Persons under the age of 18 but no younger than 14 years of age must provide a parental consent form prior to participation).

- a) Persons whose legal domicile (renter or homeowner) is within Boise Neighborhood boundaries and who, except for temporary absences, actually resides in and maintains a residence within the legal boundaries as specified in Article 1.
- b) The owners of real property or one representative of owners of real property.
- c) Any business license holders or one designated representative of a business located in the neighborhood.
- d) One representative from any nonprofit, school, church, or other legal or civic organization located with Boise boundaries.

## Membership Voting Eligibility

General Members of the Boise Neighborhood Association can elect the Board of Directors and vote on amendments to the bylaws, but this is the limit of their power. The introduction of and voting on motions are limited to Board Members only. General Members will qualify to vote first as a resident. If they are not a renter or homeowner, then the individual may be the one representative of real property, business, nonprofit organization, school, church, or other legal or civic organization within Boise boundaries.

## Financial Support and Dues

Charging of dues or Membership fees shall not be made; however, voluntary contributions will be accepted. Activities to raise funds for Boise Neighborhood Association may be held if appropriate.

# ARTICLE 5: MEETING, AGENDAS, AND THE RIGHT TO BE HEARD

## Membership Meetings:

### Regular Membership Meetings

Regular Membership meetings shall occur once monthly on the second Monday of every month except August when the National Night Out may replace the General Membership meeting if so approved by the Boise Neighborhood Association Board. Notification of regular Membership meetings shall require at least 7 days advance notice to the General Public by any method selected appropriate by the current Board using any of the following but not restricted to: email, website, electronic or community newspaper, flyers or postings on established information outlets to members of Boise Neighborhood Association and the public. If the notice requirement for any meeting is not met, the minutes of that meeting shall reflect the reason. The January general meeting may, at the board's discretion, take the form of a planning retreat to map out an agenda for the calendar year. The January retreat may take place on a day and time that is different than the second Monday of the month.

### Annual Meeting

The Annual Meeting of BNA shall be held in October unless otherwise determined by the Board. At this meeting, the Directors of the Board shall be elected, the Chair or Co-Chair shall report on BNA's activities for the previous year, and the Treasurer shall report on BNA's financial state.

### Special or NonRegular Membership Meetings

Special meetings of the General Membership, board, or committees may be called by the Chairperson or by majority vote of the Board as deemed necessary. Notification shall be by mail, newsletter, posted notices, telephone calls, electronic mail lists, or any other appropriate means of communication apt to reach a majority of the members. Notification shall require seven (7) days advance notice to the general public and a minimum of 24 hours notice for all members, board or committee members, and to individuals and news media that have requested notice.

### Regular Board Meetings

The Board shall meet at any time the chairperson(s) has designated and as approved by the Board. Notice of time and place shall be at least 7 days in advance. The meetings shall be open sessions;

however, only Board Members shall be entitled to vote, and a Quorum is required for a vote to be held.

## Special or NonRegular Board Meetings

Special meetings of the Board may be called by the Chairperson or by a majority vote of the Board as deemed necessary. Notification shall be by mail, newsletter, posted notices, telephone calls, electronic mail lists, or any other appropriate means of communication apt to reach a majority of the members. Notification shall require seven days advance notice to the general public and a minimum of 24 hours notice for all Board Members and to individuals and news media that have requested notice.

## Emergency Board Meetings

Emergency meetings of the Board may be called by the Chairperson or by majority of the Board as deemed necessary. Notification shall be by mail, newsletter, posted notices, telephone calls, electronic mail lists, or any other appropriate means of communication apt to reach a majority of the members. Notification shall require not less than 24 hours notice to the members of the Board that is meeting and to individuals and news media that have requested notice.

## Agenda

Subject to the approval of the board, a Chairperson shall prepare the agenda for meetings of the General Membership and Board. Any person may request to add an item to the agenda by submitting the item in writing or by common electronic methods to the Chair at least 10 days in advance of the meeting (it will be added when possible). Any member of Boise Neighborhood Association can make a motion to add an item to the agendas at the respective meeting. Adoption of that motion requires a second and a majority vote.

## Right to Be Heard

### Participation

The Chair and CoChair shall decide how participation and voting are held within these guidelines. All meetings are open to any person and all who wish to be heard. The Chair may limit the time of the total discussion and the time each person or side has to speak. If more time is needed than is available during a Regular Meeting, the Chair may move the discussion to a Special Meeting. If the

members attending is large and/or the Agenda is full, the Chair may require that the discussion be limited to three (3) minutes per person and limited to two (2) persons speaking for each side of the issue, Issues of concern to large numbers of persons, may be heard using a sign-up procedure.

## Public comment

If a member of the community wishes to speak, there may be a designated time for public comment at the beginning and/or end of any Board Meeting. The Chair may limit the time allowed. All actions or recommendations of the meetings shall be communicated to all affected parties, including minority reports.

## ARTICLE 6: QUORUM

Unless otherwise specified in these bylaws, decisions of Boise Neighborhood Association shall be made by a majority vote of those present at any meeting or by email if a decision is deemed necessary in between meetings. See Article 7 for email voting procedure.

### General Meetings

A quorum for any General Meeting of Boise Neighborhood Association for the purposes of electing Directors of the Board and/or amendments to the Bylaws shall be the number of Board Members equal to 50%, plus two (2) of the general membership.

### Board Meetings

A quorum of Board Members shall be 50% of the Board Members; decisions shall be made by majority vote of attending members.

## ARTICLE 7: MAKING DECISIONS AND VOTING

The Board has the responsibility of acting in the best interest of the neighborhood but is not specifically bound to act according to the desire of the majority of General Members attending a particular meeting. Each Board Member shall be able to cast one (1) vote on each issue that is



presented for adoption. Motions are to be made and seconded by a Board Member before a vote is taken. If there is no second, the motion is not brought to vote. The motion, who made it, who seconded, and the results of the vote in favor, opposing, and abstaining shall be recorded in the minutes.

## Voting Process

Eligible voting members must sign in and register the address which qualifies them as a Boise Neighborhood Association member or have an address already on file with The BNA. Unless the vote is being taken during Elections or Amendment of Bylaws, only Board Members are able to cast their vote.

## Voting Methods

### At Meetings

The Boise Neighborhood Association votes by simple majority. Votes may be taken by oral vote, by a show of hands, or by written secret ballot. Ballots for written votes can be created to meet the needs of the vote. All voters must sign in at the meeting the vote is taken with name and qualifying address unless the address is already on file with the BNA.

### By Email

Board Members may cast their votes on matters requiring approval in between meetings via email. A motion detailing the matter to be voted on shall be sent to all members and seconded with at least 48 hours to cast their email vote. This allows the board time to discuss the proposed action and get their questions answered, and those discussions can also happen over email. Board Members can change their vote during this 48-hour period. When taking a vote by email, the BNA must preserve the email, including the announcement and record of the vote. A majority or quorum of members must respond with their vote by the specified deadline to ensure their participation. Votes will be tallied, and the results will be communicated to all members. This process ensures that members who cannot attend meetings in person still have the opportunity to participate in the decision-making process.

# ARTICLE 8: BOARD OF DIRECTORS

## Eligibility for Board Service

Only persons eligible for Boise Neighborhood Association Membership shall be qualified to hold an elected or appointed position. Prospective Board of Director candidates must have attended at least two (2) neighborhood association meetings (general or board or land use & transportation) in the twelve months before the meeting at which their candidacy is decided by election or appointment.

## Duties of Board Members

The Board of Directors shall be the governing body of the Association and exercise control of the Association's affairs, funds, and property. The board shall manage the affairs of the Boise Neighborhood Association in the interim between general meetings. The board shall be accountable to the General Membership shall actively seek the input of those affected by any proposed policies or actions, when possible, before adopting any recommendation on behalf of Boise Neighborhood Association, and shall strictly comply with these bylaws.

## Offices of Board Members:

### Chairperson

The Chairperson shall preside at all board meetings and all Membership meetings and shall perform such duties as the Board and the General Membership from time to time authorizes. The Chairperson shall represent the position of the Board and the interests of the Neighborhood Association.

### Secretary

The Secretary shall record and maintain minutes of Membership and Board meetings and submit them to D2CN, assist the Chairperson with correspondence and maintain the nonfinancial files of the Neighborhood Association. The Secretary will maintain a list of Board Members, their contact information and their terms.

## Treasurer

The Treasurer shall be held accountable for all funds (both general and committee-specific) and shall give an accounting at each general meeting and provide an annual financial report at the Annual meeting, which will be made available to the General Membership. The Treasurer shall receive, provide safekeeping, and disburse general Boise Neighborhood Association funds. The Treasurer, the Chair, and one other Board Member shall have access to the financial institution. The disbursement of monies shall require the approval of the Board through a majority vote. District 2 Coalition of Neighborhoods and ONI require reports to be compiled by the Treasurer. The association will conduct an independent financial review or audit annually if required by law or otherwise deemed necessary by the Board.

All Neighborhood Associations are required to be registered as a Domestic Non Profit in the State of Oregon. The Treasurer shall submit annual renewal paperwork and fee to the Secretary of State, Corporate Division and file an annual report and fee to the Department of Justice, Charitable Activities Division. The BNA may choose to become a registered 501(c)(3) nonprofit which requires the 990 EZ annual tax return to be filed and taxes paid to the IRS.

## District 2 Coalition Representatives

The District 2 Coalition Representative is a member of the Board of Directors of the D2CN who represents the Boise Neighborhood Associations as well as being a Boise Neighborhood Association Board Member. If the Boise Neighborhood Association does not appoint or elect a representative, one may be appointed by the District 2 Coalition. They must attend Boise Neighborhood Association meetings and report information between the Boise Neighborhood Association and District 2 Coalition..

## Members At Large

The Boise Neighborhood Association may have up to 14 Board Members and fill that number with At Large Members after the Chairs and/or CoChairs for Officers and Committee Chairs and/or CoChairs have been elected.

## Board Member Resignation or Removal:

## Resignation

Notice of Board resignation must be made in writing by mail to the main mailing address of the Boise Neighborhood Association or as an email to the Boise Neighborhood Association Chair. The Board will vote to accept this resignation at a regularly scheduled meeting and may replace the member at the same meeting.

## Removal of Board Member

Any Board Member may be removed, with or without cause, by a vote of two thirds vote of Members. The Boise Neighborhood Association will make a good-faith effort to inform a Board Member that they have been removed from office.

## Excused Absences

With the approval of the Board by quorum, meetings missed by a Board Member when notified of absences will not be counted for purposes of counted Absences for removal from the Board.

## Absences & Filling of Director Vacancies

If any Board Member misses two (2) consecutive regular meetings of the Board and/or Regular meetings, that Board Member will be notified by the Secretary. Up on a third consecutive absence, the seat will be vacant. If any Board Member misses three meetings in a Board Year, that Board Member will be notified. Upon a fourth unexcused absence, the seat will be vacant. If the Board Member losing his/her seat is a representative of the D2CN, that Association will be notified within one (1) week.

## Filling Vacancies

Replacement Board Members may be made by Appointments or a vote by the Board. The New Board Member will be voted for confirmation at the next General Meeting. The New Member will serve the remainder of the year. The Boise Neighborhood Association year is October to October.

## Impeachment

Any holder of an elected or appointed position may be removed and replaced by a two-thirds vote at a general or special meeting.

## ARTICLE 9: CONFLICTS OF INTEREST

A transaction in which a Board Member may have a direct or indirect conflict of interest may be approved by a vote of the Board if, in advance of the vote by the Board, all material facts of the transaction and the Board Member's interest are disclosed to the Board. A conflict of interest transaction is considered ratified if it receives the affirmative vote of the majority of the Board Members who have no direct or indirect interest in the transaction. A transaction may not be authorized by a single Board Member. If a majority of the Board Members who have no direct or indirect interest in the transaction votes to authorize, approve or ratify a transaction, a quorum must be present for the purpose of taking action. The presence of, or vote cast by a Board Member with a direct or indirect interest in the transaction does not affect the validity of the action taken by the Board. The Board Member with a direct or indirect conflict of interest may elect to abstain from voting on the transaction. All Board members must annually sign a conflict of interest disclosure form and immediately disclose any potential conflicts that arise.

## ARTICLE 10: COMMITTEES

The following are standing community committees, each with a Board Member as a Chair or Chair and Co-Chair: Land Use and Transportation; Safety and Livability; and Communication. Members are encouraged to attend the corresponding D2CN meeting. Each committee will report to the Board its activities and requests for Board action in a timely manner. The Boise Neighborhood Association Board may add other Committees as needed each year.

### Committees with Executive Authority:

#### Executive Committee

The executive committee shall be comprised of the Chair, Secretary, Treasurer, and a Boise Neighborhood Association Representative to the D2CN and any co-officers of these positions. One person may be designated to serve as the parliamentarian. As the ONI Standards outline, the body is authorized to have private meetings without recorded minutes. Executive meetings may be called for time-sensitive matters, personnel issues, or issues that cannot be held to be addressed at the regular General or Board meeting.

## Land Use and Transportation Committee

The Land Use and Transportation Committee shall consider issues and projects relevant to land use and transportation. See Amendment A for further definition and executive authority.

## Other Standing Committees:

### Decisions

All committee recommendations and decisions for public position statements must be presented in a timely manner to the board and ratified by a majority of the board, or if time sensitive, by the Executive Committee. Prior to committee members taking a vote on a public position statement, they shall take a straw poll to gauge the opinion of everyone in attendance at a committee meeting.

### Safety and Livability Team

The Safety and Livability Team shall consider matters related to safety and livability issues and projects in Boise Neighborhood Association neighborhoods.

### Communications Committee

The Communication Committee shall provide information to the community at large by creating and distributing flyers, newsletters, posters, or other written forms. Web pages, email, and other electronic information may also be used. Funding for supplies, printing, and approved cost will come from D2CN grants and monies from Boise Neighborhood Association projects or grants. All expenses must be reported with receipts to the Boise Neighborhood Association Treasurer for reimbursement. All requests for reimbursements must be made before the end of the fiscal year to be reimbursed.

## ARTICLE 11: PUBLIC MEETINGS AND RECORDS

The Association shall abide by all the requirements relative to public meetings and public records as outlined in Section VIII of the Office of Neighborhood Involvement Standards for Neighborhood Associations. Official action(s) taken by the Association must be on record or 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 will be transmitted along with any recommendations by the Association. Official records will be kept on file at the District 2 Coalition office District 2 Coalition office. All records, including minutes of Board meetings and financial records, will be made available to the public upon request, in accordance with Oregon public records laws.

## ARTICLE 12: GRIEVANCE PROCEDURES

### One-on-One Dialogue and Mediation

Individuals and groups are encouraged to reconcile differences, whether inside or outside the scope of these grievance procedures, through one one-on-one dialogue or mediation.

### Eligibility to Grieve

Any person or group may initiate this grievance procedure by submitting a grievance in writing to the Board. Grievances are limited to complaints that the grievant has been harmed by a violation of the ONI Standards or these bylaws that has directly affected the outcome of a decision of Boise Neighborhood Association. Grievances must be submitted within 45 days of the alleged violation.

### Processing the Grievance

The Board shall arrange a Grievance Committee, which shall review the grievance. The committee shall hold a public hearing and give the grievant and others wishing to present relevant comment and an opportunity to be heard. The committee shall then forward its recommendations to the Board.

### Final Resolution

Within 60 calendar days from receipt of the grievance, Neighborhood Association shall render a final decision on the grievance and notify the grievant of their decision. Deliberations by the grievance committee on a recommendation and by the Board on a decision may be held in executive session.

# **ARTICLE 13: PROCEDURE FOR CONSIDERATION OF PROPOSALS**

## **Submission of Proposals**

Any person or group, inside or outside the boundaries of Boise Neighborhood Association and any city agency may propose in writing items for consideration and/or recommendation to the board. The board shall decide whether proposed items appear on the agenda of the board meetings, standing or special committees meetings or Membership or special meetings.

## **Notification**

The proponent and members directly affected by such proposals shall be notified of the place, day and hour of the proposal not less than seven days in advance.

## **Attendance**

The proponent may attend this meeting to make a presentation and answer questions concerning the proposal.

## **Dissemination**

The Boise Neighborhood Association shall submit recommendations and dissenting views as recorded from the meetings to the proponents and other appropriate parties.

# **ARTICLE 14: CORPORATE INDEMNIFICATION**

This corporation will indemnify to the fullest extent not prohibited by law any person who is made, or threatened to be made, a party to an action, suit, or other proceeding, by reason of the fact that the person is or was a Director, officer, employee, volunteer, or agent of the corporation or a fiduciary within the meaning of the Employee Retirement Income Security Act of 1974 (or its corresponding future provisions) with respect to any employee benefit plan of the corporation. No amendment to this Article that limits the corporation's obligation to indemnify any person shall



have any effect on such obligation for any act or omission that occurs prior to the later of the effective date of the amendment or the date notice of the amendment is given to the person. The corporation shall interpret this indemnification provision to extend to all persons covered by its provisions the most liberal possible indemnification substantively, procedurally, and otherwise.

## ARTICLE 15: DISSOLUTION

Dissolution. If at some time in the future BNA is unable to carry out its mission and purpose, the dissolution of BNA and winding up of its affairs, the Board of Directors shall designate one or more organizations, organized as tax-exempt entities as described below, to take over the affairs and assets of the BNA. The Board of Directors shall give preference to organizations that are organized and operated for a purpose similar to the purpose of BNA, and BNA's affairs and assets shall be distributed to such organizations or organizations in such proportions as the Board of Directors shall determine, such that the spirit of BNA is carried forward for the benefit of its membership.

Standards, Practices, and Law: Boise Neighborhood Association is an officially recognized neighborhood association of the City of Portland, a Non-Profit Corporation of the State of Oregon, a federal tax-exempt organization under the Internal Revenue Service 501(c)(3) tax code. The BNA will follow the City of Portland ONI Standards, the State of Oregon laws for Non-Profit Corporations, U.S. Internal Revenue Service laws and requirements, and participate in D2CN, OCCL actions and activities.

## ARTICLE 16: ADOPTION AND AMENDMENT OF BYLAWS

All amendments to these bylaws must be proposed in writing and submitted to members for a reading at a general meeting before voting on their adoption may proceed at a later general meeting. Notice of a proposal to amend the bylaws, specifying the date, time, and place for consideration, must be provided to all members a minimum of seven (7) days before voting. Adoption of and amendments to these bylaws shall require a two thirds (2/3) vote by the members present at a general meeting.

# ARTICLE 17: LOGO

## The Story of the Boise Logo

About 1993 or 94, members of the Boise Neighborhood wanted to know why they did not have a Logo for Boise. The Logo that was selected was designed by Kay Newell. The letters B O I S E in bold are each a little different in size, and there is a normal difference in the letters. The letters' styles represent the diversity of our community. Each of us is a little different, yet all part of the same community. The roof and chimney were hand drawn until Chair Jason Gaff created a commuter model for the Logo. The roof represents our community from Skidmore to the South border and the I-5 Freeway to the East Border. The neighborhood includes not just the people but also our businesses, churches, parks, and streets, and it is the foundation of our community. The Association is our relationship to the Northeast Coalition of Neighborhoods (NECN), our neighboring communities, and OCCL, an office of the City of Portland. These groups support the Boise Neighborhood Association and the community. This logo has been twice voted as the official logo of the Boise Neighborhood Association. The roof has a chimney on the right side of the pitch. The roof has a slight overhang. Boise is in caps and in Bold with a line under the letters. The word neighborhood should be the same length as Boise. The word Association's letters should be spaced and styled to fill the same length as the neighborhood and provide the support or foundation for the whole community, our home in Boise.

## AMENDMENT A

### Land Use and Transportation Committee

The Boise Neighborhood Association Board of Directors authorizes the Boise Land Use and Transportation Committee (LUTC) to act on behalf of the Boise Neighborhood Association regarding matters pertaining to transportation and land use planning, including development, design review, permitting, and fee-waived appeals to the City of Portland.

### Member Composition

1. Chair or Chairs voted on by the Boise Neighborhood Association Board of Directors. The Chair (or at least one Co-Chair in the case of multiple chairs) shall also be a member of the Boise

## Neighborhood Association Board of Directors

2. Any member of the Boise Neighborhood Association, providing that the member has attended at least four LUTC meetings within the prior twelve months. Committee members are to be approved by the Boise Neighborhood Association board. From time to time, the LUTC Chair(s) will recommend new committee members to the Boise Neighborhood Association board.

### Quorum

A majority of committee members serving at the time of each LUTC meeting, providing at least one is a current Boise Neighborhood Association board director.

### Meeting Structure

Meeting Notice will be given in writing via electronic method to all members of the Boise Neighborhood Association and the public and interested parties at least seven days in advance. LUTC meetings are open to the public including those who are not Boise members. The LUTC Chair(s) will set the meeting agenda, conduct the meeting including limits on time for each participant to speak and organize voting on matters as required. Only committee members will be allowed to vote. Minutes of the meeting will be taken and reported to the Boise Neighborhood Association Board Chair(s) for distribution at the following Boise Neighborhood Association meeting. The LUTC will take appropriate action per meeting vote (file design comment, write letters of support or opposition, etc.).

### Appeal of LUTC decisions

A Boise neighborhood member shall file an appeal in writing to the Boise Neighborhood Association Board of Directors for action within 14 days of a LUTC vote.

### Removal from Committee

Any committee member missing three LUTC meetings in a row is subject to removal from the Committee.

By: Jen Stack

Edward Powers

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Updated May 2016

By: Katy Wolf

Updated April 2015

By: Katy Wolf

Revision Date: February 1st, 2014

By: Caroline Dao

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NECN Review: May 13th, 2013

By: Katy Asher

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Adopted By General Membership on June 13th, 2013

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