

Corbett, Terwilliger, Lair Hill Neighborhood Association Bylaws

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LAND USE COMMITTEE RULES

GREENWAY/PARKS COMMITTEE RULES

COMMUNICATIONS COMMITTEE RULES

FINANCE COMMITTEE RULES

TRANSPORTATION COMMITTEE RULES

GRIEVANCE FORM

ARTICLE I NAME OF ORGANIZATION

The name of the association is the Corbett, Terwilliger Lair Hill Neighborhood Association (CTLH NA).

ARTICLE II PURPOSE

The purposes for which the neighborhood association is organized are:

1. To enhance the livability of the CTLH neighborhood and Portland by establishing and maintaining an open line of communication and liaison among the neighborhood, government agencies and other neighborhoods.
2. To provide an open forum by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
3. Ensure that the CTHL community exerts a maximum degree of self-determination with regard to issues that affect it.
4. Create, implement, review and revise the Association Neighborhood Policy Plan that guides CTLH's future development.
5. To perform all of the activities related to said purposes, to have and enjoy all of the powers granted, and engage in any lawful activity for which nonprofit corporations may be organized under OPS Chapter 65. The CTLH NA is organized exclusively for educational, charitable, research, and exchange of information purposes consistent with its status as a public benefit corporation.
6. For any other objectives as may be approved by the CTLH NA Board from time to time
7. Inform general members of plans and actions affecting them or neighborhood livability, to encourage participation in addressing these issues, and to make recommendations on plans and decisions that affect the Association community.

ARTICLE III BOUNDARIES

Northern: Commencing at the intersection of SW Broadway Avenue, SW Broadway Drive and Interstate 405, easterly along Interstate 405 to the Willamette River;

Eastern: Thence south along the Willamette River to the Sellwood Bridge;

Southern: Thence westerly along a line formed by the boundary of River Cemetery, SW Canby Street, SW Brier Street and SW Miles Street to SW Barbur Boulevard;

Western: Thence northerly on SW Barbur to a line formed by extension of SW Curry; thence westerly on a line formed by extension of SW Curry to SW Terwilliger Parkway; thence northerly on SW Terwilliger Parkway to SW Sixth Avenue; thence northerly on SW Sixth Avenue to SW Caruthers; thence westerly on SW Caruthers to SW Broadway Drive; thence northerly along SW Broadway Drive to the point of beginning.

The Association boundaries run along the centerline of the right-of-ways and projections mentioned above.

ARTICLE IV. MEMBERSHIP

Section 1 Nondiscrimination

The neighborhood association will not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, age, disability, national origin, language, income, or political affiliation in any of its policies, recommendations or actions.

Section 2 Qualifications

Membership in the Neighborhood Association shall be open to all residents, real property owners, business owners or licensees, and nonprofit organizations located within the boundaries as defined in ARTICLE III of these bylaws.

- a) A business entity or a non-profit organization may appoint a single representative. The appointment shall be submitted in writing to the CTLH Chair. Appointments shall be renewed annually prior to April elections.

Section 3 Voting

All members as defined above, eighteen (18) years of age or older, shall have one vote each to be cast during attendance at any general or special meeting. One representative from each business or nonprofit organization located within the boundaries, upon prior written authority, shall have the same privilege as the residents listed above.

Section 4 Dues

There shall be no dues or membership fees; however, voluntary contributions will be accepted and the Board may authorize fund raising.

ARTICLE V. MEMBERSHIP MEETINGS

Section 1 General Membership Meetings

A general membership meeting of this association shall be held on the first Wednesday of April each year. Notification shall be by any appropriate means of communication reasonably calculated to notify the membership. Notification shall require seven (7) days advance notice to all members.

- A. Officers of the Board will conduct meetings of the general membership as part of their regular duties.
- B. Agenda: The President shall prepare the agenda for general meetings of the membership.
- C. Quorum: The quorum for any general meeting of the Neighborhood Association shall be the number of members in attendance with a minimum of nine (9). Unless otherwise specified in these bylaws, decisions of the neighborhood association shall be made by a majority vote of those members present at any meeting.

Section 2 Election Procedures

- A. Every individual shall sign in and declare eligibility to vote, receiving a numbered ballot.
- B. There shall be no proxy voting.

- C. Votes shall be counted and announced in full sight of the attendees. Ballots shall be filed with SWNI in the case of contested elections in accordance with ONI regulations.
- D. Tie votes shall be re-taken until a clear winner emerges.
- E. Voluntary concessions and withdrawals shall be binding and final.

Section 3 Special General Membership Meetings

Special meetings of the general membership may be called by the president or by a majority vote of the board as deemed necessary. Notification shall be reasonably calculated to reach a majority of the members. At least seven (7) days notice is required.

- A. Special meetings will be called to address a single matter of concern. Therefore, the agenda will consist of one item only and shall not be modified. The agenda shall be included in meeting notice.

Section 4 Emergency Meetings of the General Membership

Emergency meetings of the membership of the board may be called by the President as deemed necessary. Notification and the purpose of the meeting shall require 24 hours notice. The minutes must describe the emergency. A quorum shall consist of not less than five (5) of the currently elected Board members. Notwithstanding other provisions to the contrary in these bylaws, a simple majority of the board members present shall be empowered to vote on the issue. The vote may be reviewed at the next regular board meeting. [A quorum of any emergency meeting of the membership shall be no less than seven (7) of current membership.] Only the subject of the emergency may be discussed or acted on at an emergency meeting.

Section 5 Participation

Any meeting called under the authority of this Association is open to any person and all who wish to be heard regarding any item on the agenda. Participation may be limited at the discretion of the president consistent with Public Meetings Law. Only members will be eligible to vote. The actions or recommendations of the general or special meeting shall be reasonably calculated to reach all the affected parties.

Section 6 Procedures

Robert's Rules of Order Revised shall be followed in all areas not covered by the bylaws.

ARTICLE VI. BOARD COMPOSITION AND ACTIVITIES

Section 1 Number of Board Members

There shall be at least eleven (11) and no more than fifteen (15) Board members, not less than nine (9) of which must be neighborhood residents.

Section 2 Eligibility of Board Members

Only persons eligible for membership as defined in Article IV shall be qualified to hold an elected or appointed position.

Section 3 Terms of Office

Even numbered positions shall be elected in even numbered years. Odd numbered positions shall be elected in odd numbered years. Board positions are two-year terms. Positions open for reelection in April 2001, shall be odd numbers upon adoption of these bylaws.

Section 4 Nomination and Election of Board Members

Board members shall be elected annually by a vote of the membership at the April General Membership Meeting.

- A. The Communications Committee shall recruit candidates for vacancies to be filled at the April elections.
- B. Additional nominations may be made from the floor by any Association member at the April General Membership meeting
- C. Nominators of non-present nominees shall obtain written permission of the nominee and shall be responsible for presenting the nominee to the membership.

Section 5 Election of Officers And Standing Committee Chairs

Board members shall meet after the spring general meeting and, by majority vote of the Board members present, elect a President, Vice President, Recorder, Treasurer and Standing Committee Chairs.

A. When the President is unable to attend and/or conduct a meeting of the board and/or carry out the duties specified, the Vice President will preside and assume those responsibilities as required.

B. If the Vice President is unable to carry out the delegated duties specified, the Treasurer, Recorder, Land Use Chair and Communications Chair will assume those responsibilities in that order of succession.

Section 6 Southwest Neighborhood Representative

This representative has the same status as a standing committee chair, and shall be so elected. First right of refusal will be awarded to the outgoing President.

Section 7 Board Vacancies

The Board President or Standing Committee Chair may fill any vacancy on the Board or committee chair by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term until his or her successor is elected.

Section 8 Duties of Board Members

- A. The Board shall be responsible for all business coming before the neighborhood association and for assuring that members are informed of business that affects them through reasonable means of notification.
- B. The Board has the responsibility of acting in the best interest of the entire neighborhood.
- C. Board members shall attend board meeting regularly.
- D. Board members shall have a duty to serve on at least one committee or ad hoc committee during their term in office.

Section 9 Duties of Board Officers

President: The President shall preside at all board meetings and membership meetings and shall perform such duties as the Board and the membership authorizes. The President shall represent the position of the Board and the interests of the neighborhood association.

- A. Conduct all meetings as described under "Board Activities" and within the framework of the published agenda.

- B. Set the agenda for the Association meetings with the advice of the other officers/committee chairs and give the agenda to Southwest Neighborhoods, Inc., in time to be published in its newsletter.
- C. Create ad hoc committees.
- D. Serve as the Association's principal spokesperson and designate other spokespersons as needed.
- E. Report to the board the substance of actions taken as spokesperson or request reports from a designated spokesperson.
- F. Be responsible for obtaining board minutes from the Recorder and maintaining these minutes for transmittal to his or her successor.
- G. Act as liaison with other neighborhood associations, the Office of Neighborhood Involvement (ONI) and other public and private organizations.
- H. Prepare or supervise preparation of monthly newsletter article by SWNI.

Vice President: The Vice President shall perform the duties of the President in the President's absence.

- A. Assist the President.
- B. Conduct regular and special meetings in the President's absence.
- C. Attend hearings and meetings that concern or affect the Association at the President's request and report to the board on such meetings.

Recorder: The Recorder shall record and maintain minutes of Membership and Board meetings and assist the President with correspondence and maintain the non-financial files of the neighborhood association. The Recorder will maintain a list of Board members and their terms.

- A. Take accurate minutes of all board meetings.
- B. Maintain an accurate minute file and bring this file to all board meetings.
- C. Make copies of the minutes available to the President and SWNI within seven (7) days of the meeting.
- D. Keep current listing of board members and report changes to Southwest Neighborhoods, Inc.
- E. Keep attendance records and make them available to the President and SWNI within seven (7) days of each board meeting.

- F. Notify board members who miss two (2) consecutive regular ^{board} meetings or four (4) total meetings that the President will declare their position vacant if they miss the next meeting.
- G. Notify the President if a board member misses two (2) consecutive meetings or four (4) total meetings in their term.
- H. Maintain a complete and up-to-date set of bylaws. Provide a complete and up-to-date set of bylaws to new Board members and the Office of Neighborhood Involvement and Southwest Neighborhoods, Inc.

Treasurer: The Treasurer shall have charge of all funds belonging to the neighborhood association and shall receive, deposit and disburse funds for the neighborhood association in a bank(s) or financial institution(s) in such manner as designated by the Board. The Treasurer shall make financial reports as directed by the Board.

- A. Maintain the Association financial records and submit financial reports to the board annually and when the board requests.
- B. Collect moneys owed to the Association and make timely payments to meet the association's financial obligations.
- C. Serve as chairperson of the Finance Committee and, with advise and consent of the board, appoint other members to the committee from the general membership or draft other board members as necessary.
- D. The Treasurer shall have discretion to request a petty cash fund and make disbursements from this fund to board and/or committee members as needed and available.

Section 10 Personal Liability of Board Members

The members of the CTLH Board of Directors shall be considered qualified directors. They shall not receive compensation for personal services except for actual expenses incurred while performing directors duties as established by the board of directors. The personal liability of a board member for monetary or other damages is eliminated to the fullest extent allowed by law.

Section 11 Regular Board Meetings

- A. Board meetings are held on the first Wednesday of each month. The President chairs these meetings.
- B. Regular meetings shall be limited to two (2) hours. When the limit is reached, the board shall take such time as needed to resolve the issue presently under consideration. No new business shall be addressed without a vote for a finite extension of the meeting.

- C. The Board members and interested members and guests will attend board meetings.
- D. A quorum consists of a majority of the currently elected Board members. Only Board members may vote. Only Board members may make motions.
- E. The Board shall be notified and provided with an agenda not less than seven days preceding any regular board meetings. Notification shall be by mail, telephone, computer, or any other means calculated to reach a majority of the membership

Section 12 Special Board Meetings

- A. The President may call a maximum of two additional Special Meetings each month. A special meeting shall not be called unless insufficient time is available to consider a pertinent matter at the regular board meeting.
- B. There will be no additions to the agenda of a special board meeting.
- C. The Board shall be notified not less than seven days preceding special board meetings. Notification shall be by mail, telephone, computer, or any other method calculated to reach a majority of the membership, and shall include the agenda.
- D. A quorum consists of a majority of the currently elected Board members. Only Board members may vote. Only Board members may make motions.

Section 13 Emergency Meetings

- A. Emergency meetings may be called by the President when circumstances preclude dealing with an important matter within the regular time framework.
- B. Every effort shall be made to give members of the Board and other affected persons at least twenty-four (24) hours notice of any emergency meeting. Notification shall be by mail, telephone, computer, or any other method calculated to reach a majority of the membership, and shall include the agenda.
- C. There will be no additions to the agenda of an emergency meeting.
- D. A quorum shall consist of not less than five (5) of the currently elected Board members.
- E. The minutes shall reflect the nature of the emergency.

Section 14 Termination for Nonattendance

Board members failing to attend three consecutive regular Board meetings or five (5) total meetings in their term shall be terminated from the Board upon written notice.

Section 15 Impeachment

Impeachment proceedings may be brought against a Board member by any Association member presenting a petition signed with names and addresses of 85 or more CTLH NA members to any Board member. The Recorder will verify signatures. Within 21 days, a special membership meeting will be held to address the issue of the impeachment. A 2/3 vote of those attending shall be required for removal of a member from the board.

ARTICLE VII. COMMITTEES AND APPOINTMENTS

There may be standing committees as designated by the Board and special committees as may be established by the President. Committees must have at least one (1) Board member on them.

Section 1 Committee Meetings

- A. A quorum for all committees shall be one more than half the regular membership unless otherwise established in these bylaws.
- B. The Committee Chair will schedule regular committee meetings with at least seven (7) days notice to members and affected persons. Notification will be by mail, telephone, computer, or any other means calculated to reach interested parties. An agenda for the meeting will be included with the notification.
- C. Committee Chairs may schedule additional special committee meetings as required to meet their agenda. Special Committee meetings require forty-eight (48) hours notice to members and affected persons by usual notification methods.
- D. When faced with an emergency situation, Committee Chairs shall make every attempt to give at least twenty-four (24) hours notice to their members before meeting. The minutes of the meeting will contain an explanation of the emergency.

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Section 2 Rules for Committees

- A. Standing committees shall include: Land Use Committee, Greenway/Parks Committee, Transportation Committee, Communications Committee, and Finance Committee. The Board may designate additional standing committees and the President may establish ad hoc committees.
- B. Committee Chairs will be nominated by the Board President and approved by the Board. The Association Treasurer will chair the Finance Committee, in sole exception to this rule.
- C. The committee chair will select committee members. All Committees must include at least one (1) Board member. Eligibility for committee membership is the same as qualification for service on the Board. The Board shall annually review and approve the slate of proposed appointments made by the Committee Chair. Committee membership lists shall be available to the Association Board at any time.
- D. Committee Chairs and members may be removed at will by two-thirds (10) vote of the full Association Board. Resignations of committee members shall be submitted to the Committee Chair. Resignation of Committee Chairs shall be submitted to the Association Board President.
- E. All committees shall operate in accordance with CTLH bylaws.
- F. Any decision of committees may be appealed to the Board for rehearing by any interested person or entity whose rights have been affected by a decision, provided that person is deemed qualified to vote in CTLH general elections. The request for an appeal shall be made in writing to the Association President.
- G. Ad hoc committees that fail to meet for three (3) consecutive months shall be considered dissolved.
- H. Committee Chairs will submit, at each regularly scheduled Board meeting, a concise written summary of committee activities or the minutes of the meeting. The board may approve, reverse, reverse in part, or remand back to the committee for clarification or revision, any actions taken by all committees.
- I. All correspondence on behalf of the CTLH NA shall be on CTLH letterhead, using the CTLH return address of PO Box 69567, Portland, OR 97261-0567. Copies of all correspondence shall be copied to the appropriate committee chair and the CTLH NA president.
- J. Where issues overlap between the various committees, the Chairs of those committees shall communicate and seek consensus on those issues.

Section 3 Appointments

- A. All appointments by the CTLH board or Committee Chairs must be memorialized on CTLH letterhead and filed with the recorder and the CTLH President. The appointment shall specify the following:
- B. The person appointed, the purpose of the appointment, and the term of the appointment.
- C. Citizen appointees (Mayoral or City Council) from the CTLH are encouraged to keep the Association informed of their activities. If the CTLH endorses a position or person, they shall have the same reporting responsibilities to the CTLH board as committee chairs.

ARTICLE VIII. CONFLICT OF INTEREST PROCEDURES

Board members shall declare any business affiliation, familial, or direct financial interest presenting even the appearance of a conflict of interest regarding any matter before the board. The board member may then vote or abstain on the motion.

ARTICLE IX GRIEVANCE PROCEDURES:

Section 1 Eligibility to Grieve

A person or group who feels they have been adversely affected by a decision, policy, or action of the neighborhood association may submit a fully completed grievance form to any member of the board.

Section 2 Grievance Form

The grievance form (see addendum) includes the following and may not exceed two pages:

- A. A copy of the applicable bylaws, including when, how, and the procedure governing the grievance process.
- B. The grievance shall be filed within thirty (30) days of the event.
- C. The grievance form shall include:
- D. A statement of the substance of the grievance.
- E. A statement of the facts.
- F. Specific reference to bylaws, statutes, and/or regulations implicated.

- G. A proposed remedy.
- H. The aggrieved party shall have one (1) opportunity to amend the complaint within fourteen (14) days of submission.
- I. A special board meeting shall be called within fourteen (14) days of filing.
- J. A grievance committee may be appointed to review the complaint if the board cannot resolve the complaint.
- K. The grievance committee shall have a minimum of one (1) advisory (non-voting) board member.

Section 3 Final Resolution and Appeal

Resolution of the complaint shall be by two-thirds vote (10) of the full board. The decision of the Board shall be final except as otherwise provided by ONI Guidelines. Once the board has rendered a decision, the grievor may appeal that decision to the proper authorities.

ARTICLE X. PROCEDURE FOR CONSIDERATION OF PROPOSALS.

Section 1 Submission of Proposals

Any person or group, inside or outside the boundaries of the neighborhood association may propose, orally or in writing, items for consideration and/or recommendation to the Board. These proposals may be presented during the first ten (10) minutes of regular board meetings. The Board shall decide whether proposed items will appear on the agenda of the Board, standing or special committees, or general or special meetings.

Section 2 Notification

The proponent and members directly affected by such proposal shall be notified in a manner reasonably calculated to reach the interested parties.

Section 3 Attendance

The proponent may attend this review to make a presentation and answer questions concerning the proposals

ARTICLE XI. PUBLIC MEETINGS/PUBLIC RECORDS REQUIREMENT:

Section 1 Public Meetings Law

The neighborhood association shall abide by all Oregon statutes relative to public meetings and public records. Official action(s) taken by the neighborhood 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 shall be transmitted along with any recommendation made by the neighborhood association to the City. Official records will be kept on file at the coalition office.

Section 2 Availability of Association Documents

All Association documents related to public business are available with written request to the Association President. A reasonable charge for time and preparation will be assessed. The President will explain or interpret documents.

Section 3 Mailing List

Neighborhood mailing lists are the property of the CTLH NA and will not be released or sold except by two-thirds (10) vote of the full board.

ARTICLE XIII ADOPTION AND AMENDMENT OF BYLAWS:

All amendments to these bylaws must be proposed in writing and submitted to board members at least seven (7) days before voting on their adoption may proceed. Notice of a proposal to amend the bylaws, specifying the date, time and place for consideration, must be provided to all members at least seven (7) days before voting. Adoption of and amendments to these bylaws shall require a two-thirds (2/3) vote (10) of the full board.

*Janet M. Kelly, Chair, CTLH
October 14, 2002.*

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ADDENDUM

LAND USE COMMITTEE RULES

GREENWAY/PARKS COMMITTEE RULES

COMMUNICATIONS COMMITTEE RULES

FINANCE COMMITTEE RULES

TRANSPORTATION COMMITTEE RULES

CTLH NA Grievance Form

This form must be filled out and submitted to the CTHL NA President. The grievance shall be filed within 30 days of the event. Any grievor shall have 14 days from the date of submission of this form to amend the grievance. Only one amendment shall be allowed, and must include the reason for the amendment (i.e., new information, additional charges, restatement or refinement of charges). This form must be filled out in its entirety, but may not exceed the space allowed. The Board or the grievance committee will address supporting materials and documentation. Upon receipt of the grievance form, the CTLH Board shall review and attempt to resolve the complaint. If the Board is unable to resolve the complaint, the President shall appoint a grievance committee that shall include at least one disinterested CTLH Board member. The grievance committee will review the substance of the grievance and submit a recommendation to the Board. Final action by the full CTLH Board shall take place within 21 days of submission, either at a regular board meeting or by special meeting as necessary. The final resolution may be appealed.

Statement of the Grievance:

Statement of
Facts:

Detail bylaws, statutes, and/or regulations implicated:

Proposed remedy:

Submitted

By: _____ Date: _____

Received By: _____ Date: _____

1. Communications Committee: The Communications Committee is responsible for maintaining open lines of communication among the neighborhood, government agencies and other neighborhoods. It will publicize Association activities and make known and available to the public the resolutions and will of the Neighborhood Association Board and its agencies. It will:

- A. Distribute information throughout the neighborhood about the Association's activities including, but not limited to, meeting dates and agendas.
- B. Inform residents about activities and actions of city government, neighborhood associations, or other organizations that may have interest to or impact on the neighborhood.
- C. Establish, maintain and update a communications system to disseminate information to the CTLH Board and chairs of committees.
- D. Consist of no less than 3 or more than 9 members. A Quorum shall be one more than half the current membership.
- E. Maintain accurate records of all meetings including agenda and actions taken, meeting attendance and membership lists, these to be available to the Board upon request
- F. Meet no less than quarterly and report on all meetings at the next regularly scheduled Board meeting.

2. Finance Committee: The Finance Committee is responsible for raising, managing and dispersing the Association funds. It will:

- A. Plan, organize and carry out fund raising activities.
- B. Audit the Association's financial records on an annual basis and prepare a report to the Board, this to be given during the regularly scheduled Board meeting in November of each year.
- C. Consist of no less than 2 or more than 9 members. A Quorum shall be one more than half the current membership.
- D. Maintain accurate records of all meetings including agenda and actions taken, meeting attendance and membership lists, these to be available to the Board upon request.
- E. Meet no less than quarterly and report on all meetings at the next regularly scheduled Board meeting.

- E. Have no fewer than 5, no more than 9 members. A quorum shall consist of 3 or more members. Members are subject to the same attendance requirements as those applicable to Board members for Board meetings
- F. Meet monthly at a time and place selected by the LUC Chair. Special meetings may be called by the Chair. The LUC chair may select a committee member to conduct the meeting in his/her absence.
- G. Maintain accurate records of all meetings including agenda and actions taken, meeting attendance and membership lists, these to be available to the Board upon request.
- H. Select one of its membership to represent the interests of this Association on the SWNI Land Use Committee. This representative will report to the Land Use committee on all SWN activities related to land use.
- I. Represent the interests of the residents of this neighborhood in hearings and public meetings regarding the use of land within its boundaries. Land and public space considered for parks, trails, and greenways is excepted.
- J. Provide written minutes to the Board Chair not later than seven (7) days after each meeting and to SWNI not later than 14 days after each meeting. This shall be the responsibility of the committee chair.

5. Transportation Committee. This committee will provide oversight to the varied modes of transportation being used in this neighborhood and facilitate appropriate transportation routes within this neighborhood. They will consider transportation related issues in terms of total benefit to the residents of this neighborhood. The Transportation Committee will:

- a. Consist of no fewer than three (3) or more than nine (9) members. A quorum will consist of one more than half the current membership.
- b. Meet no less than quarterly at a time and place to be determined by the committee chair.
- c. Maintain accurate records of all meetings including agenda and actions taken, meeting attendance and membership, these to be available to the Board upon request.
- d. Provide oversight to automobile related issues including but not exclusively traffic and traffic calming, street construction and street routing and designation.
- e. Oversee and encourage appropriate public transportation means and facilities so that our residents who choose not to have automobiles will have access to the services and attractions available to all other residents of this city.
- f. Encourage development and protection of safe pedestrian and bicycle routes throughout the neighborhood and regionally.
- g. Represent the interests of the residents of this neighborhood in public meetings and hearings related to issues and developments that appear to affect safe, appropriate, convenient and efficient transportation within and through this neighborhood.
- h. Select from its members a representative to the SWNI Transportation Committee. This representative will report regularly to the Transportation Committee Members.