

SOUTHEAST KEIZER NEIGHBORHOOD ASSOCIATION
BYLAWS
March 2020

(1) Name

The name of this organization shall be the Southeast Keizer Neighborhood Association (SEKNA), referred to as the Association in this document.

(2) Area

The area represented by the Association is bounded by the center of Dearborn Street to the north; the center of Verda Lane to the east; the Keizer City limits to the south; and the center of River Road to the west.

(3) Purpose

(a) The purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

(b) The Association shall strive for maximum citizen participation in promotion of the improvement of the livability and the environment of the neighborhood and of the community as a whole.

(c) The Association shall provide a local forum in which residents may deliberate on issues which are important to them, and will provide a vehicle for communicating residents' views on these issues to the City of Keizer.

(d) The Association shall provide information to its members on all proposed changes in land use planning that will affect its area through public meetings, newsletter or other means available, ie social media, radio, newspaper, etc.

(e) The Association shall encourage citizen involvement in local governmental issues and the civic responsibilities of individuals in its neighborhood.

(4) Membership

(a) The Association shall be non-partisan, non-commercial and non-sectarian.

(b) The Association shall not discriminate against or limit membership based on, but not limited to, race, religion, ethnicity, age or gender.

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(c) Any person who resides, works, operates a business or non-profit, or owns property or worships within the boundaries shall be a member with the right to participate and vote.

Any business or private institution within the boundaries may elect to appoint a representative to participate and vote on their behalf.

(d) There shall be no dues, but voluntary contributions may be solicited.

(e) Voting

(i) voting age of members shall be 18 years of age. Members under the age of 18 are encouraged to participate in and contribute to Association meetings and activities.

(ii) Each member shall be entitled to one vote per voting opportunity.

(iii) There shall be no voting by proxy. Member must be present to vote.

(5) The Association Board of Directors

(a) The Association Board of Directors, referred to as the Board in this document, shall consist of five- nine directors elected at large. All positions will be for a term of one year. The Board will name three of these as Officers of the Board in the positions of President, Vice President and Secretary.

(b) The Board will name directors who may serve in the following capacities: Land Use Coordinator, Business Community Liaison, Neighborhood Watch Coordinator and Police Liaison.

(c) The Board members shall be members of the Association.

(d) The roster of the names and addresses of all Board members shall be filed with the City of Keizer Recorder.

(e) Board members will be elected by the majority of all members present at the annual general meeting.

(f) Nominations for Board positions may be submitted by the general membership from the floor at the general meeting.

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(g) It shall be prohibited for two members from an immediate family or of the same household to simultaneously serve as directors on the Board.

(h) Any individual or business who may receive direct financial profit from work of the Association is prohibited from holding office in the Association.

(i) If the President resigns, the Vice President shall become President.

(j) A vacancy in any other office will be filled for the unexpired term by a majority vote at the next Board meeting. The Board may, by majority vote, declare a Board position vacant if the member is absent from four consecutive meetings, regular or specially called.

(k) In the event of a temporary absence of a Board member due to health or other reasons, the President shall assign the duties to other Board members or any general member designated until the Board member returns.

(l) The Board will hold at least one general meeting per year.

(m) The Board will always strive to accurately represent the best interests of its members when expressing neighborhood opinion, recommendations, and concerns before any public body.

(n) The Board shall participate in the City of Keizer government through input and recommendations on issues brought to it by the City of Keizer or initiated by the neighborhood itself.

(o) The Board must solicit the participation of all members through newsletter, media coverage, personal contact, flyer distribution or any other means available to it i.e social media, radio or newspaper, etc..

(6) Duties of Association Board Officers

(a) The President shall be responsible for the general supervision and direction of the Board and the Association; shall provide contact information to the City of Keizer for all Association business; shall review all mailings received and take appropriate

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action; shall preside at all meetings of the Board and at all general membership meetings; shall be responsible for the annual report to the Keizer City Council; and shall be an ex-officio member of all committees.

(b) The Vice-President shall perform all duties of the President in his or her absence and shall perform other duties as assigned by the President.

(c) The Secretary shall record the minutes of all general membership meetings and the Board meetings and provide the Board members with copies of said minutes, retain a copy for the Association files and file one with the City of Keizer Recorder; shall keep all records for the Association; and shall be responsible for notification of the date, time and place of all meetings to the media, general membership, and in the event of a special Board meeting, to the Board members.

(7) Meetings

(a) The Board will hold an Annual general meeting on the first Thursday of March each year. General meetings may be called for special issues any other time of the year as the need arises. Notification of general meetings shall be at least seven days and no more than fourteen days prior to the meeting and will be posted in the local newspaper, on social media and on the City of Keizer website.

(b) The Board will hold Board meetings to conduct Association business. Notification will be given to the general Association at least seven days prior (whenever possible). An order of business at all Board meetings will be to determine the date, time and place of the next meeting and record it in the minutes.

(c) Special meetings of the Board, for any purpose, may be called by the President, or if absent, by the Vice President. Three days prior notice of the time and place of any special Board meeting shall be given to each Board member.

(d) All regular Board meetings shall be open to the public.

(e) Minutes shall be taken of all Board and general meetings and a copy of the minutes shall be filed with the City of Keizer Recorder.

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(f) 51% (fifty-one percent) of members of the Board currently holding office will constitute a quorum for the transaction of business. Once formed, a quorum shall remain for the duration of the meeting.

(g) No member of the Board shall take part in any vote where there may be a conflict of interest.

(h) Any decision made by the Board may be nullified by a majority vote of the members present at the next general membership meeting.

(8) Committees

(a) Committees may be formed in order to carry out Association work on specific issues or projects.

(b) The President will appoint a chairperson for the committee and each committee will elect its own secretary.

(c) A charge will be given to the committee defining the committee goals and area of responsibility. This will be included in the Board minutes.

(d) The committee will examine issues, make recommendations to the Board, and carry out actions as directed by the Board.

(e) The committee shall consist of Association members only.

(f) The secretary of each committee shall submit a written copy of the minutes of the committee meetings to be included with the minutes of the Board meeting.

(g) The committee chairperson may recruit additional members at any time to serve on the committee as needed.

(9) Amendments

(a) These bylaws may be repealed or amended or new bylaws may be adopted by majority vote at any general membership meeting. Public notice of the date, time and

place of the meeting and the proposed bylaw change shall be made at least seven days and no more than fourteen days prior to the meeting.

(b) The bylaws shall be reviewed by the Board or by a special committee once each year prior to the annual general meeting to assure that they adhere to the principles and purpose of the Neighborhood association as follows:

- (i) To provide Board representation from all areas and districts within the Association
- (ii) To represent the greatest number of Association members.
- (iii) To provide clear and consistent rules guiding the Association and its activities.