

# **The Hazel Grove-Westling Farm Neighborhood Association**

## **BYLAWS**

### **Article 1. Name and Purpose**

- Section 1. The name of this Association shall be the Hazel Grove-Westling Farm Neighborhood Association (HGFNA).
- Section 2. The purpose of the Association HGFNA will be exclusively social and civic; to promote, coordinate and implement all aspects of community planning through neighborhood participation and advice to the City Commission, the Planning Commission and other planning and advisory bodies; to provide a vehicle for maximum citizen participation in promoting the livability and environment of the neighborhood; to participate together in their mutual interest and to promote and coordinate communication among its members and between neighborhood and City government, all of which is not for profit. This association shall be nonpartisan and will assist in the dissemination of information on all matters affecting the growth and development of the above-described neighborhood.
- Section 3. The HGFNA shall comply with all applicable Federal, State, and local laws and regulations.

### **Article II. Boundaries and Membership**

- Section 1. The general area served by the HGFNA includes the following boundaries: The Northern boundary is the lengths of McCord Road and Partlow Road. Continuing NW, the residences of Charnelle Way and Sunblaze Drive are also included. The Western boundary is South End Road from Partlow to Parrish Road, including residences along Rose Road, Shelby Rose Drive, Brandow Street and Merchant Place. The Southern boundary is South End Road at Parrish Road, including residences on Pennys Way, Jennifer Lynn Court, Kari Ann Court and Finnegan's Way. This boundary continues along Parrish Road to Central Point Road with residences along Payson Lane. The Eastern boundary is the residences of White Lane, Wheeler Farm Road, and Orchard Grove Drive. There are some exceptions to included/excluded addresses within these boundaries. All boundaries are within the City of Oregon City limits. Please refer to the current City of Oregon City map of the HGFNA for greater detail.

Section 2. All persons who reside, own property, or operate a business, or any others who show cause for interest in the area described above in Article II, Section I, shall be eligible for membership.

Section 3. There will be no dues or other requirements imposed which would in any way prevents any person who meets the description above in Article II. Section 2. from becoming or remaining a member of the HGWFNA. Contributions, contracts, grants or paid advertisements in the neighborhood newsletter may be used as sources of association income.

Section 4. The privileges and responsibilities of membership are:

- a.) To participate in a civil manner related to all business conducted by the HGWFNA.
- b.) To attend meetings and to speak from the floor on any issue which is being considered by the HGWFNA.
- c.) To vote (if of voting age, see Article VIII. Section 1.) on motions placed before the general membership at regular or special meetings, including participation in the election of officers and to run for any office of the HGWFNA.
- d.) To serve on committees of the HGWFNA.

Section 5. Any and all organized efforts to raise funds for the HGWFNA shall be approved by the Steering Committee and ratified by a majority vote of the general membership.

### **Article III. Accountability and Grievances**

Section 1. The HGWFNA shall be accountable to the people of the neighborhood, defined by the above boundaries in Article II, Section 1. The association shall provide notification to the neighborhood of meetings, elections, action taken on issues, and other pertinent events as specified in these bylaws. Notification includes postal mailings and/or electronic transmissions (i.e. email, Facebook, website, etc.).

Section 2. The HGWFNA and its elected officers shall be responsible for seeking the views of the residents affected by proposed policies or actions before adopting any recommendations through a regular and orderly process.

Section 3. Dissenting views on any issue considered by the HGWFNA shall, upon written request by any member, be transmitted, along with any recommendations submitted, for governmental review. Resolution of any grievances concerning the activities, policies or recommendations of the association shall be determined by majority vote of the members present at the association's meeting during which the grievance is scheduled for resolution. Both dissenting views and grievances shall be noted in the minutes.

Section 4. The names, addresses and telephone numbers of the chief officers shall be filed with the appropriate governmental agencies responsible for notifying neighborhood associations of matters which affect them, and the association shall undertake to keep this listing correct.

#### **Article IV. Steering Committee**

Section 1. There shall be a Steering Committee composed of the four elected officers and a minimum of four (4) and maximum of eight (8) members elected at large. Two members shall be the HGFNA representatives to the CIC (Citizen's Involvement Committee).

Section 2. Members-at-large shall be elected by the membership at the annual meeting of the HGFNA.

Section 3. Any member of the Steering Committee who misses three (3) consecutive meetings shall be deemed to have vacated his/her position. Any steering committee member who misses five (5) meetings in one year will be contacted to determine his/her continuing interest.

Section 4. When a vacancy occurs, the Steering Committee may make a temporary appointment to serve until the next general election.

Section 5. The duties of the Steering Committee shall be to:

- a.) Coordinate all activities of the association by acting as its spokesperson through review and discussion, and by referring issues for a vote by the membership. Members of the Steering Committee shall make regular reports to the membership at general meetings concerning all of the Steering Committee activities.
- b.) Investigate thoroughly and keep the membership informed about issues of concern to the association and neighborhood.
- c.) Recruit members to serve on standing committees.

d.) Facilitate the above purposes by each member-at-large of the Steering Committee acting as chair for one or more of the following standing committees (once the committee(s) become activated):

1. Transportation, Automobile, Bicycle and Traffic Committee;
2. Government, budgets, ballot measures and election issues, candidate fair or forum representing all sides of issues;
3. Comprehensive Planning and Land Use;
4. Crime Prevention/Safety (Neighborhood Watch, Block Homes, and street lighting);
5. Energy Conservation and Resource Efficiency;
6. Neighborhood History Committee;
7. Housing and Care Facilities;
8. Membership and Neighborhood Activities;
9. Newsletter and Publicity Committee;
10. Pedestrian and Handicapped Barriers;
11. Parks and Recreation, Landscape and Trees Committee;
12. Neighborhood Assets (individuals, social organizations, churches, schools, etc.); and
13. Programs and Speakers.

(Not all these committees need to be in place all of the time, and other committees or task forces may be organized for a particular purpose from time to time. The Steering Committee will manage the existence, purpose and work of each committee.)

Section 6. Six (6) members present at any regularly scheduled meeting of the Steering Committee shall constitute a quorum.

## **Article V. Officers**

Section 1. Officers shall be elected at the annual meeting for terms of two years and shall perform the following duties:

- a.) CHAIR – Presides at all general meetings of the membership and meetings of the Steering Committee. Prepares the agenda for general membership and special meetings. Shall be an ex-officio member of all committees, except the Nominating Committee. Performs such other duties as shall be delegated by the Steering Committee. The Chair may appoint members to serve on special projects.
- b.) VICE-CHAIR - Performs the duties of the Chair in his or her absence and performs other duties as shall be delegated by the Steering Committee.

- c.) SECRETARY - Records minutes and keeps records of attendance of all HGWFNA general meetings and meetings of the Steering Committee. Keeps records of attendance of all general and Steering Committee meetings. Coordinates and maintains files of all association related correspondence on behalf of the general membership, the Steering Committee and the standing committees. Maintains accurate and up-to-date files of all correspondence and minutes, and stores them at the OCNA Storage Room. The Secretary also provides that copies are on file with City of Oregon City (see Article X. Section 2.)
- d.) TREASURER - Prepares and presents an annual balanced operations budget for approval by the membership at the annual meeting. Accounts for the receipt of contributions and other sources of funding. Disburses approved expenditures. Authorizes payment of bills within the limits of the approved budget as directed by the Steering Committee. Makes available an up-to-date financial statement at all Steering Committee and membership meetings.

Section 2. Authorized Signatories - All officers will be authorized as co-signers on expenditures and payment vouchers. All expenditures or payment vouchers require two signatures. If officers are of the same household, they shall not be co-signers on the same voucher.

## **Article VI. Committees**

- Section 1. Committees shall have responsibilities such as their names indicate and as may be assigned to them by the Steering Committee. Each committee shall develop a statement of organization and purpose to be approved by the general membership.
- Section 2. A Task Force may be created by the Steering Committee, or by vote of the membership, as needed to expedite the work of the HGWFNA. Members of standing committees shall elect their own committee Chair and Vice Chair. Any members of the HGWFNA may serve on standing or task force. Members of the standing committees and each task force shall be appointed by the Steering Committee.
- Section 3. The standing committee chair may appoint subcommittees or work groups to assist the committee in its responsibilities provided, however, that the chair of any such subcommittees or work group is a member of the standing committee.
- Section 4. A majority of the committee members present shall constitute a quorum. Committee and Task Force action shall be by a majority of those present and voting.

Section 5. Committees and Task Forces shall make recommendations to the Steering Committee for action. Committees and Task Forces shall not have the power to act on behalf of the association without specific authorization from the general membership or Steering Committee.

Section 6. The Comprehensive Planning and Land Use Committee shall have the authority to act on behalf of the HGWFNA between Steering Committee and general membership meetings. All actions by the Comprehensive Planning and Land Use Committee shall be presented at the following general membership meeting.

## **Article VII. General Membership Meetings**

Section 1. The annual General Membership meeting for the election of officers and approval of the budget shall be held on the second Thursday of November at a place determined by the Steering Committee.

Section 2. General Membership meetings shall be held on the second Thursday of the month in the months of January, March, May, September and November at a place determined by the Steering Committee.

Section 3. A quorum for any general membership or steering committee meeting of HGWFNA shall be comprised of those members in attendance. Unless otherwise specified in these bylaws, decisions, with the exception of amendments to the bylaws, shall be made by a majority vote of those members present at any meeting.

Section 4. The Chair shall prepare the agenda for general and special meetings of the membership subject to the consultation and approval of the Steering Committee. Any person may add an item to the agenda by submitting the item in writing to the Chair at least seven (7) days in advance of the membership meeting. Any member of the HGWFNA may make a motion to add an item to the Steering, general or special meeting agendas. That motion requires a second and majority vote.

Section 5. Meetings of the Steering Committee shall be held as scheduled by the Steering Committee.

Section 6. Special meetings may be called by the Chair or by members (any three (3) members for a meeting of the Steering Committee and any ten (10) members for a meeting of the general membership) provided the Steering Committee members are notified of the special meeting at least seven (7) days in advance of the meeting.

Section 7. All meetings of the association shall be open to the public.

## **Article VIII. Elections**

- Section 1. Members 18 years of age (voting age) and older shall be able to vote in all regular and special elections of officers.
- Section 2. Any member 18 years of age or older may run for any vacant office by simply declaring his or her intention to do so. Any member may be nominated for any vacant office by any other member of the association.
- Section 3. A Nominating Committee shall be elected at the regular meeting of the general membership prior to the election. Members of the Nominating Committee are not barred from becoming nominees for office themselves. The Nominating Committee shall nominate at least one candidate for each office. Before making its report, the Nominating Committee will contact each person whom it wishes to nominate. The Nominating Committee is automatically discharged when its report is formally presented to the membership.
- Section 4. Regular elections of officers shall be held at the annual November meeting. Special elections may be held at any regular meeting for the purpose of filling vacant positions, provided the membership is notified of the special election in writing, at least seven (7) days in advance of the meeting.
- Section 5. A vote by proxy, an absentee vote, a vote by mail or a secret ballot of the members in private after which only the result is announced to the public, will not be allowed.

## **Article IX. Conflict of Interest**

- Section 1. A conflict of interest exists for a member whenever the member holds a personal financial interest which will be impacted by the action or inaction of the HGFNA on a proposal before the membership or Steering Committee. A personal financial interest shall include a financial interest held by the member or by members of their immediate family. (Examples of personal financial interest would include ownership of property, the use or control of which is being considered by the HGFNA, plans to purchase property the use or control of which is under discussion by the HGFNA, etc.)
- Section 2. Whenever a member determines that he or she has a conflict of interest relating to an item under discussion, they must inform the body (membership or Steering Committee) hearing the proposal that a conflict of interest exists. Having done so, they may still exercise their vote.

## **Article X      Public Meetings/Public Records Requirements**

- Section 1. The HGFNA shall abide by all Oregon statutes relative to public meetings and public records.
- Section 2. Official action(s) taken by the HGFNA must be on record and 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 should be transmitted along with any recommendation made by the HGFNA to the City.

## **Article XI    Non-Discrimination**

- Section 1. The HGFNA must not discriminate against individuals or groups on the basis of race, religion, color, gender, sexual orientation, age, disability, national origin, income, or political affiliation in any of its policies, recommendations or actions.

## **Article XII    Parliamentary Authority and Amendments**

- Section 1. The most current addition of The Scott, Foresman and Company "Robert's Rules of Order Newly Revised", shall govern the procedures of the association when the procedure is not otherwise covered by these bylaws.
- Section 2. These bylaws may be amended by a two-thirds (2/3) vote of those members present and voting at any regular meeting of the association, provided that notice of the proposed amendment shall have been read at the previous regular meeting, and the membership is notified of the intent to amend the bylaws in writing at least thirty (30) days in advance of the meeting.

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Revised and Ratified – 11/13/2025