

EAST LANCASTER NEIGHBORHOOD ASSOCIATION BYLAWS
June 2014

ARTICLE I: NAME

Section 1. The name of this organization shall be the East Lancaster Neighborhood Association (ELNA).

ARTICLE II: AREA

Section 1. The East Lancaster Neighborhood Association shall encompass that area bounded by the center lines of Lancaster Drive, Sunnyview Road, Cordon Road and Center Street; and shall include properties between Center and State Street that are within the city limits, until such time as there are enough properties south of Center Street to necessitate the formation of their own neighborhood association.

ARTICLE III: PURPOSE

Section 1. The purpose of this organization shall be exclusively social and civic; to fulfill those responsibilities set forth in SRC 64.280; to promote, coordinate and implement all aspects of community planning through neighborhood participation and advice to the Salem City Council, the Salem 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 provide an opportunity for members 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.

ARTICLE IV: GENERAL MEMBERSHIP

Section 1. The general membership shall include residents of; property owners; or persons engaged in business in this neighborhood.

Section 2. A general membership meeting shall be held annually for the purpose of electing the Executive Board and updating neighbors on neighborhood issues.

Section 3. Each member of legal voting age shall be entitled to one vote at the annual meeting.

Section 4. There shall be no voting by proxy.

Section 5. Upon notice of at least seven (7) but no more than twenty (20) days, a special meeting of the general membership may be called by a majority of the Executive Board at such time and for whatever purpose the Executive Board deems necessary.

ARTICLE V: THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of up to 15 elected members of legal voting age who are geographically representative of four (4) equally divided quadrants in the neighborhood whenever possible.

Section 2. Board members shall be elected by a majority of votes cast at the annual membership meeting. Nominations shall be made from the general membership at the annual meeting. A majority vote for each candidate is required for election to the Board.

Section 3. All elected Board members shall serve a one-year term.

Section 4. Whenever a vacancy occurs on the Executive Board, such vacancy shall be filled by majority vote of the Executive Board. A member of this Board who is absent from three (3) consecutive Board, or specially called, meetings without being excused by an officer of the Board shall be presumed to have resigned. Reinstatement may be made at the direction of the Board.

Section 5. Members of the East Lancaster Neighborhood Association area of legal voting age between Lancaster Drive, Cordon Road, Sunnyview Road and Center Street presently located outside the city limits of the city of Salem may serve as Executive Board members with full voting rights in all issues. Such Marion County representatives of the East Lancaster Neighborhood Association Executive Board shall be elected in accordance with Article V, Section 2 of these bylaws.

Section 6. A monthly meeting of the Executive Board and interested neighbors shall be held to review neighborhood issues at a time and place set by the Board.

Section 7. Special meetings of the Executive Board, for any purpose or purposes, may be called by the chairperson or, if (s)he is absent, by the vice chairperson or by the secretary-treasurer. Notice of the time and place of any special Board meeting shall be given to each Board member at least three days prior to such meeting. Notice shall state the purpose of the meeting.

Section 8. All meetings will be conducted using Roberts Rules of Order.

ARTICLE VI. OFFICERS OF THE EXECUTIVE BOARD

- Section 1. The officers of the Executive Board shall consist of a chairperson, vice chairperson and secretary-treasurer.
- Section 2. The officers of the Executive Board shall be selected from and elected by the membership of the Executive Board by ballot. The Executive Board shall elect a Chairperson, Vice Chairperson and Secretary/Treasurer and any other officers as the Board deems necessary, at their first Executive Board meeting after the annual meeting.
- Section 3. Officers of the Executive Board shall serve for a one-year term.

ARTICLE VII: DUTIES OF THE OFFICERS OF THE EXECUTIVE BOARD

- Section 1. **Chairperson.** The chairperson shall have general supervisory and directional powers of the activities of the Board and the neighborhood. (S)he shall preside at all meetings of the Board and general membership and shall be an ex-officio member of all committees.
- Section 2. **Vice Chairperson.** The vice chairperson shall perform all duties such as the chairperson shall direct, and in the absence of the chairperson the vice chairperson shall perform all duties of the chairperson.
- Section 3. **Secretary-Treasurer.** The secretary-treasurer shall record the minutes of all membership and Executive Board meetings and shall file one copy of such minutes with the City of Salem. With respect to any funds and assets contributed to or collected by the Association, said officer shall account for such funds and assets by keeping a record of all receipts and disbursements. Lack of an elected secretary/treasurer does not preclude official minutes from being taken so long as they are taken and prepared by an Executive Board Member.

ARTICLE VIII: DUTIES OF THE EXECUTIVE BOARD

- Section 1. The Executive Board shall call periodic general membership meetings at a predetermined place and time to be set by the Executive Board.
- Section 2. Except at general membership meetings, the Executive Board shall conduct such business and take such action as may be necessary to accomplish the purpose of the neighborhood as stated in Article III, Section 1.
- Section 3. A simple majority of the Executive Board members present or available by phone, with a minimum of four members, shall constitute a quorum for the transaction of business.

- Section 4. An Executive Board member may participate in a meeting by phone and is eligible to vote.
- Section 5. For emergency issues, the Executive Board can make a decision through an e-mail discussion and vote that will be reported at the next meeting.
- Section 6. Executive Board members shall declare any conflict of interest prior to a discussion/vote.
- Section 7. Representatives appointed by the neighborhood Board for City committees shall be a member of the Executive Board.

ARTICLE IX: COMMITTEES

- Section 1. To carry out work of the neighborhood, committees may be created by a majority vote of the Executive Board.
- Section 2. Committee membership shall consist of all those neighborhood members interested in serving on a particular committee.
- Section 3. Each committee shall choose its own chairperson, vice-chairperson and secretary and may adopt rules of procedure consistent with these bylaws governing the conduct of meetings.
- Section 4. The chairperson of each committee (if not a Board member) shall serve as a special nonvoting member of the Executive Board.
- Section 5. The secretary of each committee shall present a written copy of the minutes of the committee meeting to the chairperson of that committee who shall file the written copy with the Executive Board secretary-treasurer and the City of Salem.

ARTICLE X: TRUST AND AGENCY ACCOUNT

This Bylaw concerns East Lancaster Neighborhood Association's use and management of funds provided through the City of Salem's Trust and Agency Account.

- Section 1: The Neighborhood Association ("Association") has access to a Trust and Agency Account ("Account") provided and maintained by the City of Salem where donations made to the benefit of the Association may be deposited. The use of these funds is outlined in the Grant Agreement which was approved and executed by the Association's Board of Directors. The Agreement is attached hereto, and by this reference incorporated herein.
- Section 2: a. No later than August 1st of each year, the Association shall provide to the City of Salem a roster of the current Board Members, including their contact

information, and minutes from the Association meeting where the election of the Board Members occurred.

b. To request funds from the Account, the Association must submit a written request to the City, specifying the use of the funds and how the proposed use complies with the Agreement and the Salem Revised Code as applicable to Neighborhood Associations.

c. The written request must be approved by a resolution of the Board, and signed by an authorized representative of the Association. The Board may designate the authorized representative in the resolution, or otherwise provided in these bylaws. Proof of the authorized representative's authority to sign the request must be provided to the City at the same time the request is submitted.

d. All receipts must be provided to the City of Salem to account for the expenditure at the time of request or within 30 days after the check is processed. Checks issued by the City of Salem will be made payable to the designee listed on the written request.

ARTICLE XI: AMENDMENTS

Section 1. These bylaws may be repealed or amended and new bylaws may be adopted by a two-thirds majority vote cast at a general meeting to be set by the Board.