

# Gresham Butte Neighborhood Association

## BYLAWS

### ARTICLE I

#### Organization

Section 1. Name. The name of this organization is the Gresham Butte Neighborhood Association, hereinafter referred to as the Association.

Section 2. Purpose. The purpose of this organization shall be to provide an opportunity for members to cooperate with each other and the City of Gresham (hereinafter, City) on matters affecting our neighborhood and the City as a whole. Means of accomplishing this purpose shall include but not be limited to:

A. Providing a public forum for the review and evaluation of issues and problems affecting our neighborhood and the City, and the education of citizens, groups and government bodies with respect to such issues and problems;

B. Serving as a voice for our neighborhood in presenting our views and testimony before all private and public bodies and the City Council on issues and concerns having impact on both our neighborhood and our city;

C. Providing better channels of communication and dissemination of accurate information between the government and the citizens at large; and

D. Promoting a forum through which citizens may promote and implement neighborhood activities such as long-range planning, public safety programs, and the general livability of the neighborhoods.

Section 3. Boundary. The boundary of the Gresham Butte Neighborhood (hereinafter, Neighborhood) shall be as follows : Beginning at the northwestern point of parcel 1S3E16B 600 adjacent to Johnson Creek, running south along the westerly property lines to SW 14th Drive, then easterly to SW Heiney Road continuing south on SW Heiney Road to SW Binford Lake Parkway then east to Towle Road continuing south on Towle Road and extending in a straight line to the southernmost Gresham city boundary then east following the Gresham city boundary in an easterly manner to the Springwater Corridor then following the Springwater Corridor northwesterly to a point intersecting with Johnson Creek then following the northernmost channel of Johnson Creek in the Main City Park and then westerly along Johnson Creek back to the point of origin.

### ARTICLE II

#### Membership

Section 1. Members. A member of the Association is any person who owns property or lives or conducts a business within the Neighborhood.

Section 2. Verification. Upon request, identification may be required for proof of Membership.

Section 3. Discrimination. The Association shall not deny Membership or access to the benefits of the Association on the basis of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, income, or age.

Section 4. Voting Rights. Only Members are entitled to vote on Association matters. Voting shall take place at a Meeting of Members, and only on matters duly noticed for the Meeting. Every member present at such a Meeting shall be entitled to one vote on each matter.

Section 5. Membership Dues. No membership dues or fees shall be required in order to belong to the Association. All contributions provided to the Association shall be voluntary.

### ARTICLE III

#### Meetings of Members

Section 1. Regular Meetings. The Association shall hold at least two Regular Meetings of Members annually. Regular Meetings shall occur on a simple, predictable schedule. Emergency cancellation of a Regular Meeting shall not be deemed to violate the requirements of this Section.

Section 2. Special Meetings. A Special Meeting is any Meeting of Members other than a Regular Meeting. Special meetings may be called by the President or by 10 members.

Section 3. Notice. Notice shall be given of each meeting, including its place, means, day, and hour, and the purpose or purposes for which the meeting is called.

A. Timely Notice. Notice is due not less than 7 days before the date of a meeting, except that:

1. Notice of a Special Meeting on an emergency basis may be given three days in advance and shall include description of the nature of the emergency.
2. Notice of a meeting for the election of Officers shall be given at least 15 days in advance by postal mail and shall be deemed given when deposited in the United States Mail, with postage fully prepaid.

B. Means of Notice.

A. Text of the Notice of each meeting shall be provided for posting on the City website, and shall be provided to the City in person or electronically at least one business day earlier than Notice is due under the terms of this Section.

B. Notice may be given personally, by United States Mail, orally, or electronically, as directed by the President or Secretary. Notice by United States Mail shall include instructions for enrolling in electronic notice.

Section 4. Quorum. Those Members present in person or by means of telecommunication at any meeting of the Members constitute a quorum provided that such Members shall number not less than ten. A vote of the majority of the Members present at a meeting with a quorum is present shall constitute an Act of the Members.

Section 5. Minutes. Minutes shall be taken by the Secretary or a Member designated to serve as secretary for the Meeting. Written minutes shall be provided to the City within a reasonable time, preferably within two to three weeks so the City can make them public on the website. Minutes shall be in a draft state until approved as follows:

A. If the Minutes of a Meeting record an Act of the Members, then approval of said Minutes shall require a majority vote of the Members with a quorum present.

B. If the Minutes of a Meeting do not record any Act of the Members, then said Minutes may be approved by the Members at a Meeting with or without a Quorum present.

#### ARTICLE IV

##### Executive Board

Section 1. Officers. The officers of the Association shall be a President, a Vice President, a Secretary, Treasurer and a Land Use Director. A list of current officers shall be kept on file with the City of Gresham.

Section 2. Term of Office. The President, Vice President, Secretary and Treasurer shall be elected annually by the Membership. The Land Use Director shall be appointed by the President. Each elected officer shall hold office until a successor has been duly elected and qualified.

Section 3. Vacancies. A vacancy in any elected position because of death, resignation, disqualification, or otherwise may be filled for the unexpired portion of the term by a Member chosen by the Executive Board or by an Act of the Members.

Section 4. Powers and Duties.

A. President. The President shall preside at all meetings, conduct the business of the Association by mail; appoint committee chairpersons; prepare an annual budget and report; and be responsible for upholding the Association's Bylaws and rules.

B. Vice President. The Vice President shall assume the responsibilities of and perform the duties of the President in that officer's absence and perform such other duties as assigned.

C. Secretary. The Secretary shall record and keep the minutes of all meetings; send notices and information to members as required; maintain a file of Association documents; maintain a file of incoming and outgoing correspondence; and assure that the City receives such information as ordinances require.

D. Treasurer. The Treasurer shall receive and disburse all Association funds; deposit Association funds in such banking institutions as the Executive Board shall authorize; prepare and present monthly operating statements to the Executive Board, present a financial report at annually at a Regular Meeting

of the Members, and present a treasurer's report at each meeting.

E. Land Use Director. The Land Use Director shall consult with the President or Board to coordinate Early Neighborhood Notification as required by City of Gresham code and to make appropriate Association public comment on land use applications or code changes, and may delegate the writing or presentation of such public comments and chair the Land Use Committee if it exists.

## ARTICLE V

### Election of Officers

Section 1. Time and Place. The Officers shall be elected by the Members at a Regular Meeting, annually.

Section 2. Eligibility. Only persons eligible for Membership shall be qualified to hold elected or appointed positions.

Section 3. Election. All nominees shall be submitted to the Members present at the meeting annually noticed for this purpose. Nominees shall consent to nomination, either verbally at the meeting or in writing submitted at the meeting. Nominees for each office shall be elected according to the total number of votes received from Members. The vote count procedure shall be approved by the Members at this meeting.

## ARTICLE VI

### Meetings of Executive Board

Section 1. Time and Place. Regular meetings of the Executive Board shall be held at such time and place as the Executive Board shall determine. Meetings of the Executive Board shall be open to all members of the Association.

Section 2. Special Meeting. A special meeting of the Executive Board may be called by or at the request of the President or any two Officers and shall be held at such place as the Officers may determine.

Section 3. Notice. Once the time and place of regular board meetings is established and announced, no further notice of such regular meetings shall be required, unless there is a permanent change. Notice of all other meetings of the Executive Board shall be as given in Article III, Section 3.

Section 4. Quorum. A quorum for the transaction of business shall consist of a majority of the members of the Executive Board.

Section 5. Board Decisions. The act of the majority of the Officers present at a meeting at which a quorum is present shall be the act of the Executive Board unless the act of a greater number is required by law or by these Bylaws.

Section 6. Conduct of Business. All business shall be conducted according to Roberts Rules of Order using informal modifications unless such modifications are objected to by any member.

## ARTICLE VII

### Committees

Section 1. Standing Committees. All standing committees shall be in existence for the duration of the Association and members shall be appointed on an annual basis.

A. Bylaws Committee. The Vice President or President shall be the chair of this committee. The purpose of this committee shall be to review and update the bylaws.

B. Finance Committee. The Treasurer shall be the chair of this committee. The purpose of this committee shall be to prepare a recommended budget for the Association.

C. Land Use Committee. The Land Use Committee shall exist for the purpose of reviewing proposed land use, road construction and zoning changes that affect the Neighborhood. The Land Use committee shall make recommendations to the Executive Board Committee regarding the Association's position and action on such issues.

Section 2. Other Committees. All other committees shall be ad hoc and created at the direction and for the duration determined by the Executive Board.

## ARTICLE VIII

### Miscellaneous

Section 1. Grievances. Any member objecting to or challenging any action of an Officer, Committee, or the Executive Board of the Association shall provide written notice to the Officer, members of the Committee, or the Board within 15 days of such action specifying the action objected to or challenged and the grounds for the challenge. The Officer, Committee, or Board shall review the written objection or challenge and shall consider such action or refer the matter:

A. To the full Executive Board, in the case of a challenge or objection to an action of an officer or committee, or

B. To the Members in the case of a challenge or objection to an action of the full Executive Board.

## ARTICLE IX

### Amendments

Section 1. Amendments. These Bylaws may be amended at any regular or special meeting of the members at which a quorum is present by a majority vote of all members present and voting at the meeting, provided that notice of such an amendment shall have been given to all members of the Executive Board at least thirty (30) days prior to the date on which the amendment is to be approved.

Section 2. Placement. An up-to-date copy of the Bylaws shall be kept with the City.

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This draft of amended bylaws includes input from Members of the Association and the Community Engagement Manager of the City of Gresham at the Regular Meeting of the Association on March 13, 2024.