

**The By-Laws of the
Hogan Cedars Neighborhood Association
City of Gresham, Oregon**

Article I: Name

The name of this Association shall be the Hogan Cedars Neighborhood Association, City of Gresham, Oregon hereinafter referred to as the Association.

Article II: Purpose

The purpose of the Association shall be to foster a sense of community within the Association and to provide an open forum to discuss and act cooperatively upon issues of common concern to both the Association and the City of Gresham as a whole; to disseminate information and educate the membership on issues affecting the Association and/or it's members; and to provide a representative voice to the members to the City of Gresham, neighboring Associations and anywhere else it may be needed.

Article III: Boundaries

The boundaries of the Association shall be delineated by SE Hogan Rd/NE Hogan Dr to the West; SE Burnside Rd/NE Burnside Rd/US Highway 26 to the North and East and the Springwater Trail/City limits of Gresham, Oregon as defined at the time of the adoption of these By-Laws to the South.

Article IV: Membership

Section 1: Eligibility: All residents and property owners within the boundaries of the Association are considered members. Membership cannot be denied any individual based on race, creed, color, gender, age, sexual orientation, heritage, national origin or income. In addition, businesses, public schools and non-profit organizations within Association boundaries may send representatives which will be granted all rights of membership.

Section 2: Dues: Dues are prohibited by these By-Laws and by public ordinance. Voluntary donations may be accepted.

Section 3: Voting Rights: Voting shall be limited to one (1) vote per legal address within Association boundaries the following exceptions:

- a) Non-resident property owners will be allowed separate vote
- b) In single address properties that have been divided into separate spaces covered by separate rental/lease agreements, each tenant/lessee shall be granted one (1) vote
- c) Large businesses whose property encompasses multiple addresses are entitled to only one (1) vote.

Article V: Member Meetings

Section 1: Meeting Types: The Association shall hold at least two (2) general membership meetings per year, one of which shall be the Annual Meeting for the election of officers. Additional meetings may be called as necessary, subject to the conditions set forth in this article.

Section 2: Annual and General Meetings: The Annual Meeting shall be called by the President of the Association and shall be held at a date and time to be determined by the Executive Board but no later than thirteen (13) calendar months from the previous Annual Meeting. Location shall be within Association boundaries or the nearest practical location thereto. Proper notice of meeting shall be mailed and include time, place and pertinent agenda items. Notice must be postmarked no less than fifteen (15) days prior to said meeting. In accordance with Public Meeting laws, notice shall also be sent to local newspapers for publication. Subsequent General Meetings shall be called at the discretion of the Board and utilize the same notification procedures as the Annual Meeting.

Section 3: Special Meetings: Special meetings to discuss specific items may be called at the discretion of the President or by written request of no less than ten (10) members of the Association. Meetings shall be held as soon as possible after receipt of the request, time and place to be consistent with parameters set forth in Section 2. Public notice of said meeting will be given no less than seven (7) days prior by whatever means is deemed appropriate (posted notice, social media, etc).

Section 4: Emergency Meetings: Emergency meetings of the Association may be called in extraordinary circumstances according to the parameters of Section 3. These meetings should only be as a last resort on a single issue, time sensitive agenda. Public notice shall be given no more than three (3) days prior to said meeting.

Section 5: Quorum: The quorum for all General Meetings of the Association shall be ten (10) or twice the number of elected and appointed members of the Executive Board, whichever is greater.

Section 6: Voting: Voting at all General Meetings shall be done by voice vote and require only a simple majority except in such cases where a greater majority is required by law. Members in attendance can request a show of hands or paper ballot should the voice vote seem inconclusive.

Article VI: Board of Directors

Section 1: Officers The Board of Directors shall consist of the elected and appointed officers and chairmen of the Association. They shall consist of President, Vice President, Secretary, Treasurer, Land Use Director and such others as may be deemed necessary. When appropriate, the offices of Secretary and Treasurer may be held by the same person

Section 2: Eligibility All members of the Association are eligible to hold office, although school, non-profit and business representatives must provide a letter of appointment from their employer/organization to be eligible. Proof of residency may also be required.

Section 3: Compensation: All Board Members are considered volunteer positions. No compensation other than reimbursement for authorized expenses is permitted.

Section 4: Election: The Board may be elected individually or, when deemed appropriate and expedient, as a slate. Members nominated for any position must be present to accept, the only exception being current Board members accepting another term which can be submitted in writing.

Section 5: Term of Office: The term of office shall be one (1) year and there shall be no limit to the number of consecutive terms one person can serve.

Section 6: Vacancies: Vacancies for any reason shall be filled through temporary appointment by the President with the advice and consent of the remaining Executive Board members. If more than six (6) months remains in the current term, the position may be filled on a permanent basis through a Special Meeting as outlined in Article V, Section 3 of the By-Laws.

Section 7: Duties: The duties of the officers shall be as follows:

- a) **President:** The President shall preside at all meetings of the Association; call and set the agenda for all meetings, and conduct the business of the Association in consultation with the Board. The President shall also ensure that the Association is properly represented in the Neighborhoods Coalition and such other bodies as required by regulation or law.
- b) **Vice President:** The Vice President shall assume the duties and responsibilities of the President in his/her absence and perform such other duties as may be required.
- c) **Secretary:** The Secretary is responsible for the recording and disseminating of minutes for both General and Executive Board meetings; maintain the records of the Association according to all applicable rules and regulations; conduct the correspondence of the Association at the direction of the President.
- d) **Treasurer:** The Treasurer shall be responsible for receiving and depositing all monies due the Association, maintaining accurate records and reporting to the Board and the Membership and to present a written report at the Annual Meeting.
- e) **Land Use Director:** The Land Use Director shall be responsible for reviewing all proposed land use, road construction and zoning changes that can affect the Association and it's members. The Director shall make recommendations to the Board and, through them, the Association members regarding position and possible action on said issues.

Section 8: Meetings: The Executive Board will hold a minimum of four (4) meetings annually and, when only four, they shall be conducted quarterly. Meetings shall be called by the President and shall be set at a time and place acceptable to the Board members and not in conflict with any applicable rules and regulations. When possible, a seven day notice to the membership shall be given. For Board meetings only, posting on social media (Facebook, Nextdoor, etc) shall be deemed adequate notice.

Section 9: Removal: Any Board member missing two (2) consecutive meetings without communication or explanation, or otherwise deemed not fulfilling the duties of their office, may be removed by a two-thirds vote of the Board. A fourteen (14) day notice of

intent to take action to the officer in question shall be required before any vote. Removal procedures may also be initiated by written complaint to the Board, signed by no less than ten (10) members of the Association. When deemed prudent, any removal matter may be referred to a Special Meeting of the General Membership called for that purpose.

Article VII: Procedures

Section 1: Rules: All meetings of the Association will be governed by procedures as set forth in *Roberts Rules or Order, Newly Revised*

Section 2: Rulings In the absence of a member specifically appointed to the position, the Secretary will serve as de facto Parliamentarian.

Article VIII: Grievances

Section 1: Filing: Any member having a grievance with the actions of any officer or committee of the Association shall file written notice with the Secretary and/or President within fifteen (15) days of occurrence, specifying the nature of the offense and, when appropriate, a proposed solution to the issue.

Section 2: Action: Upon receipt, the Executive Board will review the complaint and offer clarification or take such actions as deemed necessary. Should the action or explanation of the Board not resolve the grievance, a Special Meeting of the General Membership may be called to resolve the issue.

Article IX: Amendments

Section 1: Proposals: These By-Laws may be amended by written resolution submitted to the Association Secretary no less than thirty (30) days prior to any General Membership Meeting. Said resolutions may be edited for form and returned to the submitter for approval no less than twenty-one (21) days prior to said meeting. The proposed resolution will be made available to the membership no less than fifteen (15) days prior to consideration.

Section 2: Adoption: For adoption, the resolution must receive a two-thirds affirmative vote of the members present and voting.

Article X: Miscellaneous

Actions of the Association and its Executive Board will be in compliance with the appropriate laws, rules and regulations as set forth by the Oregon Revised Statutes, the City of Gresham, Oregon and the Administrative Manual of the Office of Neighborhoods and Community Engagement. Any action found not to be in compliance shall be immediately deemed null and void.

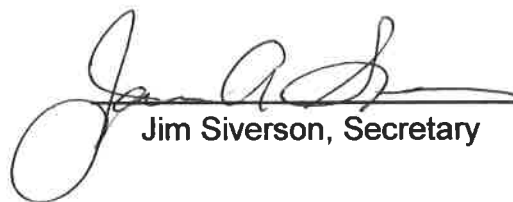
Adopted by vote of the membership this 10th day of OCTOBER in the year 2018.

Approved:



Matt Callison, President

Attested:



Jim Siverson, Secretary

Mt. Hood Neighborhood Association
City of Gresham, Oregon

Resolution 18-1: Association Name Change and By-Laws Amendment

WHEREAS the name of the Mt. Hood Neighborhood Association does not evoke a true neighborhood identity, and

WHEREAS it is the desire of the Executive Board and their recommendation to the general membership that a new name more readily identifiable with the neighborhood be chosen, and

WHEREAS the vibrant center of most communities is their neighborhood school, therefore be it

RESOLVED that the Mt. Hood Neighborhood Association, City of Gresham, Oregon be renamed the Hogan Cedars Neighborhood Association, City of Gresham, Oregon and be it further

RESOLVED THAT Article I of the Association By-Laws be amended to reflect the change in name. and be it finally

RESOLVED that this Resolution take effect immediately upon its adoption.

Vote: X Aye Nay

Date: 10-16-2018

Attest:



Jim Siverson
Association Secretary