

**NORTHEAST NEIGHBORS' CHARTER**  
Approved by membership vote September 22, 2011  
Adopted by City Council Resolution (#5047) on October 24, 2011

**ARTICLE I. NAME**

The name of this organization is Northeast Neighbors (The Association)

**ARTICLE II. GEOGRAPHIC BOUNDARIES**

The Association encompasses all lands north of Beltline Highway to the Urban Growth Boundary between the Willamette River and North Game Farm Road. The neighborhood shall be divided into the numbered areas shown on the attached map for the purposes of geographic representation on the Board.

**ARTICLE III. PURPOSE**

Section 1. Advisory to City. The Association is advisory to the City Council, Planning Commission, and other City boards, commissions, and officials on matters affecting the growth and development of the neighborhood. The Association may develop proposals with respect to land use, zoning, parks, open space and recreation, annexation, housing, community facilities, transportation and traffic, public safety, sanitation, and other activities and public services which affect the neighborhood.

Section 2. Neighborhood Focus. The Association shall address all matters which affect the neighborhood in accordance with the City of Eugene's Neighborhood Organization Recognition Policy, Resolution No. 2554, as amended by Resolution No. 3746, including problems of public safety and economic development.

Section 3. Educational. The Association shall serve in an educational capacity to inform the citizens of the neighborhood. The Association shall encourage and facilitate communication among citizens on matters of common concern.

Section 4. Powers. The Association may do whatever is necessary and appropriate to enhance the welfare of its residences and livability of the neighborhood and to enable it to exercise the powers granted or allowed to it by the Eugene Neighborhood Organization Recognition Policy, Resolution No. 2554, as amended by Resolution No. 3746.

**ARTICLE IV. MEMBERSHIP**

Section 1. Membership shall include every resident, property owner, and business owner (18 years of age or older) within the boundaries described in ARTICLE II.

Section 2. Each member shall be entitled to one vote. Each corporation, partnership, non-profit agency, or business shall be limited to one vote on any motion brought before the membership at any general meeting.

Section 3. No absentee voting or voting by proxy shall be allowed.

**ARTICLE V. OFFICERS**

Section 1. The officers are a Chair, Vice Chair, and Secretary-Treasurer. Each shall reside or own property within the Association boundaries.

Section 2. Duties of Chair. The Chair shall coordinate and supervise the business and activities of the Board and the Association. The Chair shall preside at all meetings of the Board and all general meetings, serve as an ex-officio member of all committees, and be the primary contact person for and liaison with the City of Eugene.

Section 3. Duties of Vice Chair. The Vice Chair shall assist the Chair upon request. In the absence of the Chair, or in the Chair's inability or refusal to act, the Vice Chair shall execute the duties and powers of the Chair.

Section 4. Duties of the Secretary-Treasurer. The Secretary-Treasurer shall:

- a.) Record the minutes of all General and Board meetings and maintain on file copies of said minutes, correspondence, attendance lists, and other records;
- b.) Receive all Association funds; deposit them in a bank approved by the Board, and pay out funds only on notice signed by one other officer and the Secretary-Treasurer.

## **ARTICLE VI. BOARD**

Section 1. Board Membership. The Board consists of the officers of the Association, and two (2) Representatives from each of the areas of the neighborhood established as provided in Article II, along with up to two (2) additional at Large Representatives.

Section 2. Area and at Large Representatives. Area Representatives shall be elected. At Large Representatives shall be appointed and may be reappointed by the Chair subject to approval by the Board for a two year term. The Chair shall fill by appointment any vacancy subject to Board approval. Eligibility to serve as an Area Representative is limited to persons who reside in the area represented. An At Large Representative may reside anywhere within the Association's boundary.

Section 3. Board Meetings. The Board shall hold regularly scheduled meetings and the membership shall be given reasonable, advance notice of such schedule. The Board may hold special meetings when called by the Chair or by any four (4) Board members after notice has been provided to all Board members. All meetings of the Board are open to the general public.

Section 4. Committees. The Board may establish committees to advise on Association business.

Section 5. Meeting Procedures. Notices of Meetings, Meeting Agendas and Minutes shall be conducted as outlined in ARTICLE VIII MEETINGS.

Section 6. Quorum. A majority of the Board members constitutes a quorum for the transaction of business. Less than a quorum of the Board may meet but may not take action on behalf of the Association.

Section 7. Powers. The Board may exercise the powers of the Association as may be necessary to accomplish the purposes of the Association. Board policy decisions and opinions representing the view of the community on an issue where the general membership has not yet voted shall be presented to the membership at the next general meeting.

Section 8. Voting. Except as otherwise provided in this charter, a majority of a quorum shall be sufficient to determine any matter before the Board. No absentee voting or voting by proxy shall be allowed.

Section 9. Representation. The Chair or the Chair's designee shall present the Association's opinions to the City Council, Planning Commission, or other appropriate decision makers when so authorized by a vote of the Board. Such advisory opinions will specify whether the position is one of the general membership, the Board, or the organization members present and lacking a quorum. If there is a minority position on the issue, represented by at least one-third of those voting, this shall be presented.

## **ARTICLE VII. NOMINATION, ELECTION, AND REMOVAL OF OFFICERS AND BOARD MEMBERS.**

Section 1. Elections. The officers shall be elected at the annual meeting and shall serve one-year terms with a limit of two consecutive terms in the same office. Area Representatives shall be

elected at the annual meeting and shall serve a two year term with a limit of two consecutive terms.

Section 2. Nominating Committee. A three-member nominating committee shall be appointed by the Chair prior to the annual meeting. The committee shall be composed of a member of the Board and two other non Board members. Notice of the creation of the nominating committee and of the annual election shall be published in the Association newsletter prior to the meeting.

Section 3. Candidates. At the annual meeting, the nominating committee shall present the proposed candidates for office. Additional nominations may be made from the floor at the meeting.

Section 4. Absences. If a member of the Board is absent for three consecutive meetings, either regular or special without prior approval, that member's position shall be vacated unless the Board finds that extraordinary circumstances prevent the member's attendance.

Section 5. Termination. Membership on the Board terminates at once for anyone who does not meet the criteria under Article V Section 1.

Section 6. Removal. Any Board member may be removed by a two-thirds vote of the members present at a general meeting. However, prior notice to the Board of intent to submit a removal motion is required prior to a general meeting in order to be included in the agenda.

Section 7. Vacancies. The Board shall by appointment fill vacancies in the offices of Chair, Vice Chair, and Secretary-Treasurer.

## **ARTICLE VIII GENERAL MEMBERSHIP MEETINGS**

The rules contained in Robert's Rules of Order shall guide the Association in all cases in which they are applicable, and in which they are not inconsistent with the charter of the Association.

Section 1. General Meetings. There shall be a minimum of three general meetings per year, at a time and place to be decided by the Board. All general meetings of the Association are open to the public. The quorum necessary to transact business at any general meeting is ten participants.

Section 2. Annual Meeting. The annual Association meeting shall be the fall general meeting of each calendar year.

Section 3. Notice of Meetings. The membership shall be notified via mail of the dates of all regularly scheduled meetings. Notice shall include the date, time, and place of each meeting and a summary of the agenda.

Section 4. Non-resident Property Owners. All non-resident owners of property within the neighborhood boundaries will receive notice of the annual meeting and at the annual meeting, will be given an opportunity to receive notice of regular meetings. The Board shall be responsible to ensure notice is given. Notice through a local newspaper is the minimum requirement.

Section 5. Meeting Agendas. Meeting agendas shall include all items requested by the Chair or any two members of the Board. Any participant may raise and have discussed any additional item not previously on the agenda, but that item shall not be voted upon until the next meeting unless two-thirds of the members present and voting approve a motion to allow voting at the same meeting.

Section 6. Minutes. Minutes shall be kept on file and summaries of actions taken shall be communicated to the Association generally through publication in the Association newsletter.

## **ARTICLE IX. NEIGHBORHOOD COMMUNICATIONS**

Section 1. Definition and Purpose. Communications to neighborhood residents from the Association may include, but not be limited to, newsletters, postcards, websites, e-mail notices, and other outreach efforts, such as surveys. The purpose of the communications is to inform neighbors and to provide a forum for free expression of opinions by persons entitled to participate in the Association on issues of interest to the neighborhood.

### **Section 2. General Policies for Publications Using City Funds.**

- a.) Advocacy positions may be included in communications in an editorial format. Opinion pieces must be clearly indicated and opportunity provided for presentation of differing viewpoints.
- b.) Commercial advertising shall not be permitted.
- c.) The Board shall appoint an editor for the newsletter. The Board has the ultimate responsibility for the contents of the newsletter and other communications.
- d.) Each issue of the newsletter shall identify the officers of the neighborhood, those compiling that issue, if other than the officers.
- e.) The Newsletter shall include an address or phone number for submission of articles, letters, or other material.

## **ARTICLE X. FINANCES**

Section 1. The Association may receive funds and employ persons to further its purposes, and may own and dispose of property.

Section 2. Grants or monies secured to fund specific projects or programs, which have itemized budgets already approved by the Board or general membership, may be expended without further approval for budgeted expenses.

## **ARTICLE XI. AMENDMENTS AND CHARTER REVIEW**

This charter may be amended by a two-third vote of the participants at any general meeting of the Association. However, written notice of the proposed amendment must be provided to the membership prior to the meeting in which the amendment will be considered.

**NORTHEAST NEIGHBORS SUBAREA BOUNDARIES**

