

Neighborhood Association Bylaws

The name of the association shall be called ***Cascade Highlands Neighborhood Association***.

1. OBJECTIVE

The Cascade Highlands Neighborhood Association is established by the residents in order to unite the common interests and promote the welfare of the neighborhood and its residents. The Neighborhood Association shall concern itself with a variety of problems including, but not limited to, matters affecting the livability and quality of the neighborhood and the community in general.

2. BOUNDARIES

The Cascade Highlands Neighborhood Association boundaries are:

SE Mill Plain Blvd. to the north,
SE McGillivray Blvd. to the south,
Parkcrest to Blairmont (including the residents on the west side of Parkcrest up to the south side of SE 7th St., and 152nd Court to the west, SE 164th Ave. to the east.

3. MEMBERSHIP

The membership of the Cascade Highlands Neighborhood Association is open to all residents, and to one representative of each business and/or non-profit organization located within the neighborhood boundaries.

4. OFFICERS

Officers of the Cascade Highlands Neighborhood Association shall be a chairperson, a vice chair, a secretary/treasurer, and a newsletter editor/distributor. The above officers will preside over all meetings, planning sessions, and activities of the Neighborhood Association.

5. MEETINGS

The Executive Board of the Association must meet at least once per year to discuss neighborhood business. All decisions by the Board must be confirmed by a meeting of the general membership. All decisions must be agreed-upon by a majority vote of the membership attending the general meetings. All board meetings are open to the membership. General meetings of the membership will be held at least once a year.

6. EXECUTIVE BOARD

Membership of the Executive Board will include the officers and the appointed committee chairpersons. All officers must reside within the boundaries of the neighborhood.

7. COMMITTEES

Special committees to handle specific concerns may be appointed by the chairperson as necessary.

8. VOTING

All eligible members, as specified in item '3' above, who are eighteen (18) years of age or older, are entitled to one (1) vote as follows:

To be eligible to vote, you must be a resident of the CHNA and live within the boundaries.

All general meeting business will be run per *Robert's Rules of Order* with no restrictions.

Absentee votes may be prearranged with a board member, submitted in writing with the voter's signature, and carried by another attending member, providing the absentee member meets the other voting requirements.

9. ELECTION OF OFFICERS

Officers shall be elected biannually. Elections to fill vacant positions shall occur whenever vacancies occur.

10. AMENDMENTS TO THE BYLAWS

These bylaws may be amended at a general meeting by a two-thirds (2/3) vote of those attending. The proposed amendments must be submitted in writing to the membership no less than seven (7) days prior to that general meeting.

11. FUNDING

Voluntary contributions, grants, contracts, subscriptions, or fund-raising activities may be used by the neighborhood association.

The Cascade Highlands Neighborhood Association bylaws were adopted on Tuesday, November 16, 1999 by a vote of the general membership.

They were amended January 14, 2002 (to eliminate SE 16th Cir. from the association boundaries).

They were further amended **January 17, 2006** to have elections every two (2) years.

They were further amended January 15, 2009 to change the name of the co-chair to vice chair, to change the term of officers from January to January two years hence, to July to July two years hence, and to make a one-time extension of the executive board's terms six (6) additional months from January 2009 to July 2009.

They were further amended July 23, 2012 as follows:

4. OFFICERS - Officers of the Cascade Highlands Neighborhood Association shall be a chairperson, a vice chair, a secretary/newsletter-editor, a treasurer, a newsletter distributor, and a web-site editor. One board member may fulfill more than one position. Officer vacancies shall be filled by appointment by the remaining board members. Any appointed office shall be voted on at the next general meeting, and will coincide with the other officers' terms. The chair, with board agreement, may appoint other positions as needed, to be voted on at the next general meeting.

9. ELECTION OF OFFICERS Officers shall be elected biannually. Elections to fill vacant positions shall occur whenever vacancies occur.

They were further amended July 24, 2017 as follows:

The Chair, Treasurer, and Newsletter Distributor will be elected and have their terms expire on odd-numbered years, and the Vice-Chair, Secretary/Newsletter Editor, and Website Coordinator will be elected and have their terms expire on even-numbered years.

chair Jean Kent

vice chair E. G. Robinson

secretary/newsletter-editor Maek Johnson

treasurer Ma

newsletter distributor Erika Johnson

web-site editor David West