

# **BYLAWS FOR OGDEN NEIGHBORHOOD ASSOCIATION (Rev 4/96)**

## **I. NAME**

The name of this association shall be called the Ogden Neighborhood Association. (ONA)

## **II. OBJECTIVE**

The Ogden Neighborhood is established by the residents of Ogden Neighborhood 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 livability and quality of life in the neighborhood and community in general.

## **III. BOUNDARIES**

The boundaries of the Ogden Neighborhood Association are the Bonneville Power lines on the south, NE Andresen Road on the west, the SR 500 on the north, and the eastern boundary extends south from the junction of SR 500/Fourth Plain Boulevard to the center of Beaver Marsh and follows the westward flow of the Burnt Bridge Creek to where it meets the Bonneville Power lines to the south in Meadow Brook Marsh. (Rev 1/06)

## **IV. MEMBERSHIP**

The membership of the Ogden Neighborhood Association is open to all residents, including renters, property owners, business licensees, and non-profit organizations within the boundaries of the neighborhood.

A.

### **Conduct of Membership:**

1. Whenever in the public eye, any representative of the Ogden Neighborhood Association shall state clearly, in advance, whether an opinion or statement is his/her own or is spoken on behalf of the Ogden Neighborhood Association.
2. Any opinion expressed on behalf of the Ogden Neighborhood Association shall have been first discussed with and approved by the Executive Board.
  3. Any position statement shall have been discussed before the general membership and a vote taken. Recording will document the vote, dissensions, and a brief description of the opposing view presented, if any.
  4. Any representative of the Ogden Neighborhood Association shall conduct oneself honorably, respectfully, and in no way cause damage to the credibility or reputation of ONA.

## **B. Voting**

All members, eighteen (18) years old or older, are entitled to one (1) vote but must attend two (2) general meetings within the six (6) months prior to the current meeting. This requirement pertains to all neighborhood matters including the election of officers. Voting may be done by a show of hands or secret ballot, as approved by the membership. Any vote that results in a tie, a brief discussion will be held and another vote will be taken immediately. If there is a second tie vote, then the vote will be decided by the flip of a coin.

## **C. Absentee Ballots:**

Members may vote absentee if they have attended two (2) of the last six (6) meetings prior to the vote, and must vote by sealed ballot submitted prior to the voting. The sealed ballot is a letter or note with name, address, signature of the voter and clearly stated position on the issue to be voted upon. The envelope must be marked absentee ballot and shall remain sealed until the voting occurs at a general meeting. Any absentee ballot received after the vote is taken at a general meeting shall be considered invalid. Absentee ballots do not apply in elections of officers.

## **D. Attendance:**

Attendance will be taken at every general meeting. Credit for attendance will be granted only to those members who sign the attendance roster within one hour of the start of the meeting. Members who cannot stay at the meeting for at least thirty (30) minutes should not sign in. A final call to sign in will be made prior to withdrawing the attendance roster. The attendance roster sign-in is the official record that determines eligibility for voting.

## **E. Meetings:**

The Ogden Neighborhood Association will meet no less than six (6) times a year to discuss neighborhood business.

All decisions must be reached by majority vote or the consensus of the membership attending the general meeting. A quorum shall be two-thirds (2/3) of the average attendance of the previous three (3) general meetings. The official report of all decisions must record both majority and minority concerns.

## **F. Agenda Order:**

Guidelines for the order of meeting agendas shall follow Roberts Rules of Order, i.e.

Call Meeting to order  
Read Minutes of previous meeting  
Treasurer's report  
Police and City Liaison report  
Old Business  
New Business  
Guest Speaker(s)  
Adjourn meeting

Guest speakers shall be scheduled and planned for with consideration given for topic, timeliness and meeting schedule.

## V. OFFICERS

Officers shall be an active\* member of ONA and consist of Chairperson, Vice-Chairperson, Secretary, Treasurer, Parliamentarian. The above officers shall preside over all general membership meetings of the Ogden Neighborhood Association.

*\*Active member under Officers defines one who is expected to be in attendance at greater percent of meetings of membership and Executive Board. If the Officer's time and participation becomes compromised to the point of no longer being an effective officer and leader, they should offer or may be called upon by the Executive Board to resign the position in favor of a candidate who can fulfill the duties and responsibilities ascribed to that position.*

The duties of each officer shall be, but are not limited to, the following:

### **A. Chairperson (or Co-Chairperson):**

Responsible for the overall leadership of the Board and general membership. Sets the agenda and facilitates meetings. Because of the magnitude of responsibility this position may require, the membership may opt for Co-chairpersons during election of officers and have responsibility and authority shared equally.

### **B. Vice-Chairperson:**

Assists the Chairperson. In the absence of the Chairperson, the Vice Chairperson conducts the meetings and exercises all the usual duties of the Chairperson.

### **C. Secretary:**

Records the minutes of the meetings and makes sure the copies of the minutes, agendas, and other neighborhood association records are available for the Board and the public. Maintains attendance records and has available at each meeting the tally for the last three meetings to provide count for a quorum.

Correspondence\* shall generally be written by the Secretary or occasionally a member designated by the Chairperson and approved by a simple majority of the Association, or in the event of time constraints, by a quorum of officers. Copies of any correspondence produced on behalf of the Ogden Neighborhood Association shall be provided for the Secretary to maintain historical records.

*\*Formal correspondence will be signed by both the Chair and Vice-Chair. Examples of this would be a position statement or a contract/agreement entered into by the ONA. Informal correspondence may be signed by a Task Force Chairperson and either the Chair or Vice-Chairperson. Example of this would be a letter requesting donations for an event or letters of inquiry about an issue of neighborhood concern.*

### **D. Treasurer:**

Responsible for the funds of the neighborhood association. The Treasurer shall keep accurate record of all monies received and disbursed. The Treasurer will be responsible for providing a monthly accounting of current account balance. This position may be combined with the position of Secretary when necessary and on approval of the membership.

**E. Parliamentarian:**

Maintains a copy of the Ogden Neighborhood Association Bylaws and a copy of Roberts Rules of Order and has them available at any meeting. Provides procedural guidelines for general meetings and will be called upon when a point of order is breached or in question.

**F. The officers of the Ogden Neighborhood Association shall together perform these duties:**

1. Conduct general meetings
2. Provide notification of future meetings.
3. Direct all formal and informal inquiries to an appropriate ONA Task Force.
4. Keep a resource file and when term expires, resource file shall be passed on to the successor.

**G. Officers of the Ogden Neighborhood Association will not hold Chair in any ONA Task Force. Exceptions are subject to availability and approval by the membership.**

**H. Election of Officers:**

Officers shall be elected annually and take office at the end of the general meeting in April. Nominations will be taken in March and published for the April meeting. For any election that results in a tie vote, a brief discussion and another vote will be taken immediately. If there is a second tie vote, then the election will be decided by the flip of a coin.

**I. Should an office be vacated** due to illness or other unavoidable circumstance, the membership shall hold an emergency election at the next general meeting. Elections to fill vacant positions shall be held whenever such vacancies occur, waiving the rule of nomination and one month wait for election.

## **VI. EXECUTIVE BOARD**

Members of the Executive Board will include the Officers and the Newsletter Editor.

**A.** The Board must meet no less than once a month to discuss neighborhood business, unless there is consensus that a meeting is not needed for the month. Meetings of the Board shall take place during the first of the month. All major decisions made by the Board must be confirmed by a majority vote of the membership attending the general meeting.

**B. Responsibilities of the Neighborhood Association Executive Board:**

1. Planning for the organization; where it will go, what it will do, how to accomplish goals.
2. Organizing the Association; who will do what, what resources will be needed.
3. Directing the efforts of the volunteers.
4. Evaluating the work as well as the Association.
5. Neighborhood Communication: Be responsive to the neighborhood, seek input from people who aren't **actively** involved in the Association, keep people informed about what the Association is doing.
6. Public Relations: develop a positive image in the community for the neighborhood and the ONA .

7. **Resource Development:** Identify and solicit resources, active members, financial support, meeting space, supplies, etc.
8. **Leadership and Member Development:** Recruit and train people to assume leadership roles and responsibilities, help leaders and members work effectively.

### **C. Additional Positions:**

#### **1. Newsletter Editor:**

This position has overall responsibility for overseeing the writing and production of the newsletter and public relations materials for the neighborhood. Due to the required skills and nature of the position, it may often be desirable for the Editor to review any and all correspondence and publicity materials for semantics and correctness of the written language.

## **VII. TASK FORCES**

Task Forces to handle specific concerns may be created by the Chairperson as necessary.

**A.** There shall be Task Forces consisting of members concerned with specific interest areas. Each Task Force will choose a Chairperson to lead them and report to all general meetings. Members of the Ogden Neighborhood Association may attend or participate in as many Task Forces as they choose.

#### **B. Task Force Chairs:**

These positions may vary depending on the needs of the neighborhood, but may include subjects such as land use and zoning issues, traffic and transportation issues, neighborhood social events. They will be the person to focus the volunteers of the group, to report regularly on information and results of studies and issues.

The Chairperson of a Task Force concerned with the topic or area may be the representative to the City or other government agencies. The Task Force Chairperson may appoint another member of the Task Force to attend any city or government meetings in his or her absence. If no Task Force member is available to attend special meetings, the Ogden Neighborhood Association or a quorum of officers will select a representative to attend.

## **VIII. AMENDMENTS TO THE BYLAWS**

These Bylaws may be amended at any general meeting by a two-thirds (2/3) vote, the proposed amendments having been submitted in writing and read to the membership at general meeting one month prior to voting. Following ratification by the membership, the revised text will be forwarded to the Vancouver Office of Neighborhoods for their permanent records.

## IX. FUNDING

Voluntary contributions, contracts, grants, subscriptions or fundraising activities may be used by the Association as desired.

- A. Since funds are collected, granted, donated, etc., an account is set up in the name of the Ogden Neighborhood Association in a local financial institution.
- B. Signature authority shall be established for the account with no less than three (3) elected officers of the neighborhood association.
- C. Signature requirements on the account shall be set at two (2) signatures to authorize disbursement of any neighborhood association funds.
- D. Checks or disbursements will not be issued without proper documentation of expense.
- E. Checks for reimbursement may not be signed by the Payee.
- F. Expenditures in excess of \$50. must be discussed and approved by the general membership, except when previously approved as a budgeted item.

## X. DISSOLUTION

The Association may dissolve itself by taking a vote in the same fashion as any issue to be decided. Any balances of funds shall be first applied to any outstanding debts. Should there be funds remaining, the membership will vote on the dedicated dispersal to any Ogden project, i.e. a tree for the park.

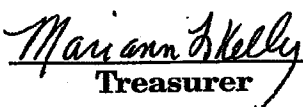
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These governing Bylaws have been amended and approved by the general membership and Officers of the Ogden Neighborhood Association this 17th day of April, 1996.

  
Chairperson

  
Vice Chairperson

  
Secretary

  
Treasurer

  
Parliamentarian