

Neighborhood Association Annual Review Form

Neighborhood Association:

Chairperson:

Date:

The following information is required in order to show the neighborhood association’s adherence to the standards for continued recognition listed in Salem Revised Code (SRC), Chapter 64.280(b). The “responsibilities” of neighborhood associations (SRC 64.290) are not addressed in this review, but it is recommended that neighborhood associations familiarize themselves with these as well. The standards for recognition upon which these questions are based are listed in SRC 64.280(b).

This form, along with the Board Member Roster Update sheet is due to the City within 60 days following the NA annual meeting.

1. The neighborhood association held a well-publicized annual meeting for the purpose of electing board members? **Yes** **No**

Date of annual meeting:

2. Has the neighborhood association made a reasonable effort to notify all residents, property owners, and businesses within the neighborhood association of meetings, studies, and other activities of the neighborhood association? **Yes** **No**

Describe how:

3. The neighborhood association’s bylaws provide for the following:
- a) A decision-making process: **Yes** **No**
 - b) Board and general meeting minutes to be taken and filed with the City: **Yes** **No**
 - c) Participation open to residents, property owners, business in the neighborhood: **Yes** **No**
 - d) Have the bylaws been reviewed for any potential changes since your last annual meeting (ex. electronic voting, elections process, etc.): **Yes** **No**

If yes, when were the bylaws amended (a copy of the amended bylaws must be submitted to your Neighborhood Program Coordinator):

4. Did the neighborhood association file minutes of all official board and general meetings for this annual review period with the City? **Yes** **No**
- a) How many board and general meetings were there in the neighborhood association's official year?
 - b) How many of those minutes were filed with the City?
 - c) If minutes are missing, what is their status? What is the reason they have not been filed with the City?

5. Neighborhood Association Annual Goals.

- a) Did the NA set annual Civic Involvement Goal(s) for this past year? **Yes** **No**

List goal(s) here or submit a copy from last year's list:

- b) Did the NA complete the goal(s) set for this past year? **Yes** **No**

State which goal(s) were accomplished here:

- c) What challenges, if any, is your NA experiencing in meeting the goal(s)? How can City Staff best support the NA in meeting the goal(s)?

d) What are the NA's Civic Involvement Goal(s) for the upcoming year? Use additional pages.

6. Are any of the NA Board Members also serving as members on any City Advisory Board or Commission? If so, please list the name of the board member and the board or commission on which they serve.

7. Please share the NA's involvement from the past year:

a) **Land Use Activities** (ex: participating in public hearings, collaboration with developers, written or verbal testimony, etc):

b) **Other Civic Involvement** Activities (ex: written or verbal testimony, candidate forums, volunteer, etc.)

c) **Neighborhood Improvement Activities** (ex: tree planting, park/street clean up, etc.):

d) **Community Building or Outreach Activities** (ex: tabling events, door to door outreach, community potlucks or events, etc.):

Please share any additional information about your NA and/or collaboration with City Staff that you would like us to know:

- | | | |
|---------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 8. Is your neighborhood association organized as a non-profit corporation? | Yes | No |
| 9. If so, have you maintained its filings with the Oregon Secretary of State, and maintained its status in good standing? | Yes | No |

Name of person completing form:

Phone/email of person completing form:

Required attachments from your board to complete this review:

- * Minutes: Any minutes that have not been submitted within the annual review period.
- * Board Member Roster Update sheet (can be found on our NA Board Resource page on-line).

Please email or mail this form to the Neighborhood Services Coordinator:

ATTN: Irma Coleman, Neighborhood Program Coordinator
icoleman@cityofsalem.net
City Manager's Office
555 Liberty St. SE, Room 305
Salem, OR. 97301-3513