

BYLAWS
NORTH LANCASTER NEIGHBORHOOD ASSOCIATION
December 2022

ARTICLE I NAME

The name of this organization shall be the North Lancaster Neighborhood Association.

ARTICLE II AREA

The North Lancaster Neighborhood Association shall encompass the area within the city limits as described below. The boundaries run along the centerline of the street except as noted below.

Northern boundary: Silverton Road NE, between the backlot boundaries on the west side of Evergreen Avenue NE and Cordon Rd NE

Eastern boundary: Cordon Road NE, between Silverton Road NE and Sunnyview Road NE

Western boundary: the backlot boundaries on the west side of Evergreen Avenue NE, between Silverton Road NE and Market Street NE

Southern boundary: Sunnyview Rd NE between I-5 and Cordon Road, and Market Street NE, between I-5 and the backlot boundaries on the west side of Evergreen Avenue NE

ARTICLE III PURPOSE

The North Lancaster Neighborhood Association will be advisory to the Planning Commission, other City Boards and Commissions and the City Council on matters affecting the growth and development of the neighborhood. Such advisory communication may involve neighborhood plans and proposals with respect to land use, zoning, parks, open space and recreation, housing, school and community facilities, transportation and traffic and other factors affecting the livability, social, and economic aspects of the above described neighborhood.

ARTICLE IV MEMBERSHIP

Section 1. The general membership consists of the residents, property owners, and persons engaged in business in this neighborhood.

Section 2. There shall be no voting by proxy. Each member shall be entitled to one vote at annual or general meetings. Executive Board members are entitled to one vote at each Executive Board meeting.

ARTICLE V THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of seven (7) to twelve (12) persons who are geographically representative of the neighborhood, when possible.

Section 2. Executive Board members shall be elected by a majority of those in attendance at a general membership meeting held annually.

Section 3. Executive Board members shall serve a one-year term.

Section 4. Whenever a vacancy occurs in the Executive Board, such vacancy may be filled by majority vote at any Executive Board meeting. A member of the Executive Board, who shall absent himself/herself from two (2) consecutive meetings, regular or specially called, shall be considered to have vacated his/her place.

ARTICLE VI DUTIES OF THE EXECUTIVE BOARD

- Section 1. The Executive Board can hold a periodic general membership meeting and shall hold an Annual Meeting.
- Section 2. The Executive Board shall conduct business and take such action as may be necessary to accomplish the purpose of the association at their Executive Board meetings.
- Section 3. Four (4) Executive Board members shall constitute a quorum for the transaction of business. And that real time tele-conferencing and/or video-conferencing are acceptable to conduct business, including voting.
- Section 4. Special meetings of the Executive Board, for any purpose or purposes, may be called by the Chairperson, or if absent, by the Vice Chairperson or by the Secretary/Treasurer. Notice of the time and place of any special Executive Board meeting shall be given to each Board member at least three (3) days prior to such meeting. Notice shall state the purpose of the meeting. And that real time tele-conferencing and/or video-conferencing are acceptable to conduct business, including voting.

ARTICLE VII OFFICERS

- Section 1. The officers shall consist of a Chairperson, Vice Chairperson, and Secretary/Treasurer.
- Section 2. The officers shall be elected by the membership of the Executive Board at the first meeting held following the meeting specified in Article V, Section 2. The meeting shall be called by the outgoing Chairperson.
- Section 3. Officers shall serve for a one-year term.
- Section 4. If the Chairperson resigns, the Vice Chairperson shall become the Chairperson. If there is a vacancy in the office of Vice Chairperson, or Secretary/Treasurer, it shall be filled by a majority vote of the Executive Board.

ARTICLE VIII DUTIES OF THE OFFICERS

- Section 1. Chairperson. The Chairperson shall have general supervisory and directional powers of the activities of the Executive Board and the Association, shall preside at all meetings of the Executive Board and general membership, and shall be ex-officio member of all committees.
- Section 2. Vice Chairperson. In the absence of the Chairperson the Vice Chairperson shall execute all the powers of the Chairperson.
- Section 3. Secretary/Treasurer. The Secretary/Treasurer shall record the minutes of all membership and Executive Board meetings and provide the executive board with copies of said minutes, retain a copy for the neighborhood files, and file one copy with the Department of Community Development. The Secretary/Treasurer shall also maintain the financial records of the association and be accountable for the funds of North Lancaster Neighborhood Association.

ARTICLE IX COMMITTEES

- Section 1. In order to carry out the work of the Association, committees (i.e., land use, transportation, parks, etc.) may be created by a majority vote of the Executive Board.
- Section 2. Committee membership shall consist of all those association members interested in serving on a particular committee.
- Section 3. Each committee shall elect its own chairperson and secretary.
- Section 4. The secretary of each committee shall present a written copy of the minutes of the committee meetings to the committee chairperson who shall file the written copy with the Executive Board Secretary and with the Department of Community Development.

ARTICLE X TRUST AND AGENCY ACCOUNT

This Bylaw concerns North Lancaster Neighborhood Association's use and management of funds provided through the City of Salem's Trust and Agency Account.

- Section 1: The Neighborhood Association ("Association") has access to a Trust and Agency Account ("Account") provided and maintained by the City of Salem where donations made to the benefit of the Association may be deposited. The use of these funds is outlined in the Grant Agreement which was approved and executed by the Association's Board of Directors. The Agreement is attached hereto, and by this reference incorporated herein.
- Section 2:
- a. No later than August 1st of each year, the Association shall provide to the City of Salem a roster of the current Board Members, including their contact information, and minutes from the Association meeting where the election of the Board Members occurred.
 - b. To request funds from the Account, the Association must submit a written request to the City, specifying the use of the funds and how the proposed use complies with the Agreement and the Salem Revised Code as applicable to Neighborhood Associations.
 - c. The written request must be approved by a resolution of the Board and signed by an authorized representative of the Association. The Board may designate the authorized representative in the resolution, or otherwise provided in these bylaws. Proof of the authorized representative's authority to sign the request must be provided to the City at the same time the request is submitted.
 - d. All receipts must be provided to the City of Salem to account for the expenditure at the time of request or within 30 days after the check is processed. Checks issued by the City of Salem will be made payable to the designee listed on the written request.

ARTICLE XI AMENDMENTS

These bylaws may be repealed or amended, or new bylaws may be adopted by a majority vote at any general membership meeting.