

# Caufield Neighborhood Associate - Bylaws

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Adopted January 7, 2000

Revised March 8, 2003

Second Rev. January 28, 2025

## **ARTICLE 1      NAME AND PURPOSE**

Section 1      The name of this group is the Caufield Neighborhood Association (CFNA).

Section 2      The purpose of the CFNA is to be exclusively social and civic, to be non-profit and non-partisan. We further declare our purpose is:

1. To promote, coordinate and implement all aspects of community planning through the CFNA; participation and advice given to the Planning Commission, City Commission and other planning and advisory bodies.
2. To provide a vehicle for maximum citizen participation and education in promoting the livability, character, and environment of the neighborhood.
3. To work with the City of Oregon City for the adoption of improved city ordinances which benefit the community.
4. To assure the neighborhood residents are kept informed by the branches of government whose proposed actions may affect the character of the neighborhood.
5. To serve as a catalyst for the discussion of neighborhood planning issues and community development plans, and for the resolution of problems concerning these matters.
6. To provide a format for the exchange of concerns and ideas between neighbors in a respectful environment.

Section 3      The CFNA complies with all applicable federal, state, and local laws and regulations.

## **Article II      Boundaries and Membership**

Section 1      The boundaries that encompass the CFNA are:

- East of Highway 213
- West of South Beaver Creek Road
- North of Henrici
- South of the intersection at South Beaver Creek Road and Hwy 213

Other areas included in the CFNA are:

- Thayer Road
- South Maple Lane Road
- Properties Southwest of South Nancy Marie Road.

See the designated Oregon City Neighborhood Association map dated August 15, 2023 for more details and exact boundaries at <https://orccity.org> . Boundaries are subject to change.

Section 2        Members are defined as anyone who lives, owns property, **works, or attends school** within the established boundaries of the CFNA.

All individuals owing property within the boundaries of CFNA are included and they are entitled to **one** vote, even if they reside outside the CFNA boundaries. Any business or other entity within the boundaries are entitled to be a member and will designate an individual to cast a vote for that business at the general CFNA meetings.

**CFNA includes students of OCHS to encourage civic discourse, mentorship, and to teach the next generation the importance of city representation and leadership through government. Students are allowed to become members at age 14, vote at age 16 and run for office at age 18 by indicating their interest to do so.**

Section 3        No dues or other requirements are imposed on members which, in any way, prevents any person from meeting the eligibility in Article II from becoming or remaining a member of the CFNA. Voluntary contributions, contracts, grants, or paid advertisements in the CFNA newsletter can be used as sources of income for the CFNA. See Section 5 for accountability of all funds raised for use by the CFNA.

Section 4        The privileges and responsibilities of membership are:

1. To participate in a civil manner related to all business conducted by the CFNA.
2. To attend meetings and speak from the floor on any issue which is considered by the CFNA.
3. To vote on motions before the general membership at regular or special meetings.

Voting includes the participation in the election of the CFNA officers and eligibility is pursuant to rules specified in these bylaws to run for any office of the CFNA.

Section 5        Any and all organized efforts to raise funds for the CFNA shall be approved by the Executive Committee and ratified by a majority vote of the general membership. The CFNA Treasurer or acting Treasurer is responsible to keep the funds in a financial institution, and make a fiduciary report at every General Membership meeting.

### **Article III        Executive Officers**

Section 1        The CFNA Officers are responsible for representing the views of the CFNA, provide leadership, administrative support, and make recommendations to the City of Oregon City on behalf of the CFNA. Any CFNA member age 18 or older may run for office by indicating their interest. Officers are elected at the annual General Membership meeting in November for terms of one year and perform the following duties:

Section 2        **Chair** - Duties include, but are not limited to:

- Facilitate **and attend** all **CFNA meetings** and Executive Committee meetings
- **Primary representative of CFNA to the Citizen Involvement Committee (CIC), to Oregon City**

City Council and other Oregon City Neighborhood Associations and other government agencies

- Prepare the agenda for all general meetings and special meetings
- Serves as ex-officio member of all committees except the Nomination Committee
- Fulfills any other duties as delegated by the Executive Committee
- May appoint members to serve on special projects
- **Position Term: One year, January – December (no term limits)**

Section 3 **Co-Chair** - Duties include, but are not limited to:

- **Attend all CFNA meetings and Executive Committee meetings**
- **Alternate CIC Representative**
- Alternate for duties of the Chair when the Chair is unavailable
- Alternate for duties of the Treasurer when the Treasurer is unavailable
- Maintain the time allowances for presenters at all meeting
- Other duties as required or requested by the Chair
- **Position Term: One year, January – December (no term limits)**

Section 4 **Secretary** - Duties include, but are not limited to:

- Attend all CFNA meetings and Executive Committee meetings
- Record and transcribe meeting notes for the general and Executive meetings
- Create official meeting minutes after each meeting
- Within two weeks of any meeting, distribute or make available the official meeting minutes to the Executive Committee and all attendees
- At each meeting, bring printed copies of the prior meeting minutes to distribute if requested
- Maintain meeting minutes for a period of five years
- Maintain an attendance roster of CFNA meeting attendees each year
- **Provide all meeting minutes to the City of Oregon City Community Engagement Specialist**
- Other duties as required or requested by the Chair
- **Position Term: One year, January – December (no term limits)**

Section 5 **Treasurer** - Duties include, but are not limited to:

- **Attend all CFNA meetings and Executive Committee meetings**
- Prepare and present an annual Balance of Operations budget at the annual General meeting in November
- Accounts for receipt of contributions and other funding sources
- Disperse approved expenditures
- Authorize invoice payments within the approved budget, as directed by the Executive Committee
- Provide up to date financial statements for all general and Executive meetings
- **Position Term: One year, January – December (no term limits)**

Section 6 **Community Involvement Committee (CIC) Representative** - Duties include, but are not limited to:

- CFNA CIC Representatives are the current Chair and Co-Chair of CFNA
- Dan Berge and Lisa Guirsch are grandfathered in and will step down 12/31/25.
- Attend all monthly CIC meetings as the CFNA representatives
- Attend all CFNA meetings
- Communicate neighborhood interests to the city
- Report CIC information to all CFNA members
- Inform neighborhood citizens about proposals coming from the city
  - Special attention to future land use issues
- Encourage citizen participation and knowledge of land use in Oregon City
- Encourage public participation in other government activities that may impact neighborhoods
- Assist with requests from the City Commission
- **Position Term: One year, January – December (no term limits)**

Section 7      **Non-Executive Positions**

**Oregon City Police Chief's Advisory Group Liaison** – Duty purpose is to:

- Facilitate communication between the community and the police and fire departments.
- Encourage citizen and community involvement while providing public safety services
- Offers input and advice on concerning matters to the Chiefs
- Aids in the development of community policing
- Aids in the development of community fire department prevention programs
- Promote appropriate issues to the public

Section 8      **Authorized Signatures**

All officers are authorized as cosigners on expenditures and payment vouchers, of which require two signatures. If officers are of the same household, they cannot be cosigners on the same voucher.

**Article IV      Executive Committee**

Section 1      The purpose of the Executive Committee is to coordinate activities and review issues of the CFNA on behalf of the general membership.

Section 2      **The Executive Committee (formerly Steering Committee)** is composed of these active members:

- All elected officers (Chair, Co-Chair, Secretary, Treasurer)

Section 3      Executive Committee – Duties include, but are not limited to:

- Research, review, discuss and make recommendations brought before the committee
- Provide Executive Committee reports to the membership at general meetings

- Report any actions or issues of concern
- Recruit members to serve on Executive Committee
- Serve as Chair on one or more of the committees

- Section 4      Any Executive member missing two consecutive meetings will be deemed to have vacated their office: this includes either CFNA meetings, Executive Committee meetings or CIC meetings if applicable. The Chair has discretion to grant leniency if warranted for show cause. An Executive Committee member can also be removed from their position for misconduct or non-performance of duty. If a member is removed from office for missing meetings, misconduct or non-performance of duty, the Executive Committee will appoint a member to temporarily replace any vacated position. There is no expiration of this temporary assignment, and an appointed member may serve out the remaining term.
- Section 5      The Executive Committee quorum consists of three members present at any scheduled meeting. Final decisions are approved by a simple majority vote.

## **Article V      Standing and Special Committees**

- Section 1      A standing committee is a permanent committee established by a legislative body or organization to oversee specific areas or issues. Each Standing Committee will develop a statement of organization and purpose.
- Section 2      Standing Committees include, but are not limited to:
- Transportation and Traffic Committee
  - Crime prevention and safety
    - Neighborhood Watch
    - Block Homes
  - Comprehensive planning and land use
  - Government, ballot measures and election issues
  - Membership and neighborhood activities
  - Newsletter and Publicity Committee
  - Programs and speakers
  - Parks and recreation
  - Neighborhood asses
    - Individuals
    - Social organizations
    - Churches
    - Schools
    - Businesses
    - Natural resources
  - Neighborhood emergency response teams and ham radio operators
- Section 3      Special committees may be created by the Executive Committee, or by a vote of the

general membership to expedite the work of CFNA. Special committee members elect their own committee Chair unless one is appointed by the CFNA Chair.

Section 4 Voting members of the CFNA may serve on special committees with Executive Committee approval.

Section 5 A majority of the special committee members present will constitute a quorum. Committee action is by a majority of those present and voting.

Section 6 Committees will make recommendations to the Executive Committee for action. Committees do not have the power to act on behalf of the CFNA without approval from the general membership or the Executive Committee.

## **Article VI Accountability and Grievances**

Section 1 The names, addresses and telephone numbers of the officers are filed with the appropriate government agencies responsible for notifying the CFNA of matters which affect them, and the CFNA is responsible to keep the listing updated and correct.

Section 2 The CFNA is accountable to the people of the CFNA, as defined in Article II, Section 2. The CFNA will provide notification to the neighborhood of all meetings, elections, action taken on issues and other pertinent events, as specified by these bylaws. Communication methods can be provided by postcard mailing, sign board or other available media as approved by the Executive Committee.

Section 3 The CFNA and its elected officers are responsible for seeking views of the residents affected by all policies of action before adopting any recommendations.

Section 4 Dissenting views on any issue considered by the CFNA will, upon written request by any member, be transmitted along with any recommendations submitted for government review.

Section 5 Any grievances regarding activities will be reviewed and resolved by a grievance committee. The grievance committee has the authority to establish the policies for making recommendations to the CFNA. Their role includes ensuring fair resolution of all complaints and ensuring that appropriate actions are taken in line with these policies.

Section 6 The Grievance Committee consists of five members and a committee chairman appointed by the CFNA Chair, and four others named by the Executive Committee. This committee will be assigned at the time a grievance is filed and presented to the CFNA. The tasks of the Grievance Committee are to study any grievances directed to the CFNA, in writing, by any of its members, or any person adversely affected by the CFNA recommendations. Upon receipt of such complaint, the Grievance Committee will proceed in the following manner:

1. Recommend the parties seek to reconcile their differences through some form of mediation.
2. If mediation fails, a panel of three members of the Grievance Committee will be selected to examine the matter. One member is to be chosen by the complainant, one by the Executive Committee, and the third member is to be mutually agreed upon by the first two members.
3. The panel is authorized to conduct such meeting and hearing as may be necessary to determine the facts of the matter in dispute.
4. The panel will report its progress to the Executive Committee within 30 days.
5. Within an additional 30 days, the panel is to report in writing to the CFNA its recommendation for the grievance resolution.
6. Final resolution of any matters that remain in dispute will be put to the general membership for a majority vote. This can be done at any general membership meeting or at a special meeting called for that purpose.

## **Article VII Meetings**

- Section 1 The annual general membership meeting for Officer elections, CIC election and budget approval is held during the annual meeting held in November.
- Section 2 **General membership meetings are held on the fourth Tuesday of January, May and September; and the third Wednesday in March and November.**
- Section 3 A quorum for any general membership meeting or special meetings of the CFNA is seven members in attendance, excluding Officers. Unless otherwise specified in these bylaws, except for amendments to these bylaws. Decisions are made by a majority vote of the quorum.
- Section 4 The Chair prepares the agenda for general and special meetings of the membership, subject to Executive Committee approval. Any person may add an agenda item by submitting the request by letter or email only, to the Chair(s) no less than seven days in advance. Any member of the CFNA may make a motion to add an agenda item to the Executive Committee or the general membership meeting.
- Section 5 Special meetings may be called by the CFNA by any three Executive members for a meeting of the Executive Committee or any 10 members for a meeting of the general membership. The Executive members or general membership must be notified, in writing, no less than seven days in advance of the meeting.
- Section 6 All meetings of the CFNA are open to the public.

## **Article VIII Elections**

- Section 1 CFNA members aged 16 and older are of voting age and can vote in all regular and special elections of officers. Persons aged 14 to 16 years old may be a counted member

but cannot vote until they reach age 16.

Section 2 Any member aged 18 and older may run for any vacant office by simply declaring their intent. Any member may be nominated for any vacant office by any other member of the CFNA.

Section 3 A Nomination Committee may be elected at the regular meeting of the general membership prior to the election meeting in November. Members of the Nomination Committee are not barred from becoming nominees of office themselves. The Nominating Committee will contact each person it wishes to nominate before this report. If the proposed nominee declines, then their name will not move forward for election. The Nomination Committee is automatically discharged when its report is formally presented to the general membership. Nominations from the floor may be accepted during the monthly meeting in which the elections are held. All position descriptions will be available for all members starting with the September meeting.

Section 4 Regular election of officers is held at the annual General Membership meeting for the purposes of filling vacant positions. Special elections may be held at any regular meeting, providing the general membership is notified of the special election in writing no less than seven days prior to the meeting.

#### **Article IX Conflict of Interest**

Section 1 A conflict of interest exists for a member of the Executive Committee whenever the Executive member holds a personal financial interest, which could be impacted by the action of the CFNA on a proposal before the general membership or Executive Committee. A personal financial interest includes a financial interest held by the member or Executive Committee member, or by members of their immediate family or household. Examples of personal financial interest could include ownership of property, plans to purchase property, the use of or control of which is being considered by the CFNA.

Section 2 Whenever a general member or Executive Committee member determines that they have a conflict of interest relating to an item under discussion, they may still vote. They must inform the body, the general membership, and Executive Committee hearing the proposal that the conflict of interest exists.

#### **Article X Public Meetings & Public Records Requirements**

Section 1 The CFNA abides by all Oregon statutes relative to public meetings and public records.

Section 2 Official action or actions taken by the CFNA must be on record and part of the minutes of each meeting. The minutes include a record of attendance and the results of any vote(s) taken. A summary of dissenting views should be transmitted, along with any



recommendations made by the CFNA to the City of Oregon City Citizen Involvement Committee (CIC).

Section 3      A vote by proxy, an absentee vote, a vote by mail and a secret ballot of the members in private, after which only the result is announced to the public, is not allowed.

**Article XI      Non-Discrimination**

Section 1      The CFNA does not discriminate against individuals or group on any basis in any of its policies, recommendations, or actions.

**Article XII      Parliamentary Authority and Amendments**

Section 1      The most current edition of the “Scott Forman Robert’s Rule of Order – Newly Revised” will govern the procedures of the CFNA when the procedure is otherwise covered by these bylaws.

Section 2      These bylaws may be amended by a 2/3 vote of minimum of nine members present, and voting at any regular meeting of the CFNA, if notice of the proposed amendment was read at the previous regular meeting, and the general membership is notified of the intent to amend the bylaws in writing no less than 30 days in advance of the meeting.

Section 3      Boundaries may not be amended for a period of one full year after the CFNA has received formal recognition by the City Commission of the City of Oregon City.