

BYLAWS OF THE  
OREGON CITY SOUTH END NEIGHBORHOOD ASSOCIATION

APPROVED 9/25/25

ARTICLE 1 NAME OF ORGANIZATION:

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SECTION I

The name of the organization shall be the Oregon City South End Neighborhood Association ("OCSENA").

ARTICLE 2 PURPOSE:

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SECTION I

The purpose of the OCSENA will be exclusively social and civic:

- To enhance the livability of the neighborhood and Oregon City by establishing and maintaining an open line of communication and liaison among the neighborhood residents, government agencies, and other neighborhoods.
- To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
- To do and perform all the activities related to said purposes, to have and enjoy all the powers granted by Oregon City Municipal Code 17.50.055, and engage in any lawful activity.
- For such other objectives as are approved by the Steering Committee or the membership.

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SECTION 2

This association shall be nonpartisan and will assist in the dissemination of information on all matters affecting the growth, enjoyment, and development of the neighborhood.

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SECTION 3

OCSENA shall comply with all applicable Federal, State, and local laws and regulations.

## ARTICLE 3 MEMBERSHIP:

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### SECTION 1

The boundaries are included in the OCSENA area as designated by the Oregon City Neighborhood Association map posted by the OC GIS department, currently found at:

**<https://www.orcity.org/426/Neighborhood-Associations-Map>**

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### SECTION 2

Anyone 18 years or older who resides, owns property, or operates a business in the area described above in Section 1, shall be eligible for membership.

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### SECTION 3

There will be no dues or other requirements imposed which would in any way prevent anyone who meets the description above in Article 3, Section 2 from becoming or remaining a member of the OCSENA.

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### SECTION 4

OCSENA shall not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, citizenship, age, disability, national origin, income, or political affiliation in any of its policies, recommendations, or actions.

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### SECTION 5

All members, as defined above, eighteen (18) years of age or older, shall have one vote each, to cast during personal attendance at any general or special meeting. One representative from each business within the boundaries of the OCSENA shall have the same privilege as the residents listed above. No member shall have more than one vote, even if that member fits more than one category of membership.

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### SECTION 6

The privileges and responsibilities of membership are:

- To participate in a civil manner related to all business conducted.
- To attend meetings and to speak from the floor on any issue which is being considered.
- To vote on motions placed before the general membership at regular or special meetings, including participation in the election of officers and to run for any office.
- To serve on committees.

## ARTICLE 4 FINANCIAL SUPPORT:

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### SECTION 1

All organized efforts to raise funds for the OCSENA shall be approved by the Steering Committee and ratified by a majority vote of the General Membership.

## ARTICLE 5 MEMBERSHIP MEETINGS:

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### SECTION 1

The annual General Membership meeting for the election of officers and approval of the budget shall be held in September, at a time and place determined by the Steering Committee.

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### SECTION 2

General Membership meetings shall be held quarterly, at a time and place determined by the Steering Committee, unless otherwise noted in OCSENA communications.

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### SECTION 3

A quorum for any General Membership or Special meeting of the OCSENA shall be the number of members in attendance. Unless otherwise specified in these bylaws, decisions, except for amendments to the bylaws, shall be made by a simple majority vote of those members present at any meeting.

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### SECTION 4

The Chair shall prepare the agenda for general and special meetings of the membership, subject to the approval of the Steering Committee. Any person may add an item to the agenda by submitting the item in writing to the Chair at least seven (7) days in advance of the membership meeting. Any member of the OCSENA may make a motion at a meeting to add an item to the Steering, general or special meeting agendas. That motion requires a second and majority vote. The Chair or their designee should manage meetings so as to avoid any issue dominating the focus, for fairness and efficiency.

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### SECTION 5

All meetings of the association shall be open to the public.

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### SECTION 6

Robert's Rules of Order-Revised shall be followed in all areas not covered by these bylaws.

## ARTICLE 6 ELECTIONS:

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### SECTION 1

Members 18 years of age and older shall be able to vote in all regular and special elections of officers.

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### SECTION 2

Any member 18 years of age or older, may run for any vacant office by simply declaring his or her intention to do so. Any member may be nominated for any vacant office by any other member of the association, but the nomination must be accepted by the nominee.

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### SECTION 3

Special elections may be held at any regular meeting, for the purpose of filling vacant positions, provided the membership is notified of the special election, at least seven (7) days in advance of the meeting.

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### SECTION 5

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

## ARTICLE 7 ACCOUNTABILITY:

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### SECTION 1

The association shall be accountable to the people of the neighborhood. The association shall provide notification to the neighborhood of meetings, elections, action taken on issues, and other pertinent events as specified in these bylaws.

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### SECTION 2

The names, addresses and telephone numbers of the OCSENA officers shall be filed with the appropriate governmental agencies responsible for notifying neighborhood associations of matters which affect them, and the association shall undertake to keep the listing correct.

## ARTICLE 8 STEERING COMMITTEE:

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### SECTION 1

#### Duties of Committee Officers:

- The Chair shall preside at all Steering Committee meetings and all membership meetings and shall perform such duties as the Steering Committee and the membership authorize. The Chair shall represent the position(s) and the interests of the OCSENA.
- The Vice Chair shall perform the duties of the Chair in the Chair's absence and shall perform other duties as delegated by the Steering Committee.
- The Secretary shall record and maintain minutes of Membership and Steering Committee meetings, assist the Chair with correspondence, and maintain the non-financial files of the OCSENA. The Secretary will maintain a list of Steering Committee members and their terms.
- The Treasurer shall have charge of all funds belonging to the Neighborhood Association and shall receive, deposit, and disburse funds for the OCSENA in a bank(s) or financial institution(s) in such manner as designated by the Steering Committee. The Treasurer shall make financial reports as directed by the Steering Committee and shall submit all records to the Steering Committee annually for auditing as designated by the Steering Committee.

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### SECTION 2

There shall be a steering committee composed of the four elected officers currently serving (Chair, Vice Chair, Secretary and Treasurer), the immediate past Chair of the association if a current member, and additional volunteers when solicited at meetings.

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### SECTION 3

When a vacancy among the elected officers occurs, the Steering Committee may make a temporary appointment to serve until the next special election.

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### SECTION 4

#### The duties of the Steering Committee shall be to:

- Coordinate all activities of the association by acting as its spokesperson through review, discussion, and by referring issues for a vote by the membership. Members of the Steering committee shall make regular reports to the membership at general meetings concerning all the Steering Committee activities.
- Investigate thoroughly and keep the membership informed about issues of concern to the association and neighborhood.

- Recruit members to serve on standing committees.
- Facilitate the above purposes by each member-at-large of the Steering Committee acting as Chair for any standing committee (once the committee(s) become activated)
- Designate two OCSENA representatives to the OC CIC (Citizen Involvement Committee)

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## SECTION 5

Four (4) members present at any regularly scheduled meeting of the Steering Committee shall constitute a quorum.

### ARTICLE 9 CONFLICT OF INTEREST PROCEDURE:

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#### SECTION I

A conflict of interest exists for a member or Steering Committee whenever the Steering Committee member holds a personal financial interest which will be impacted by the action or inaction by OCSENA on a proposal before the membership or Steering Committee. A personal financial interest shall include a financial interest held by the member or Steering Committee member and or by members of their immediate family. Examples of personal financial interest would include ownership of property, the use or control of which is being considered by the OCSENA, plans to purchase property the use or control of which is under discussion by the OCSENA, and so forth.

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#### SECTION 2

A Steering Committee member who has a direct or indirect conflict of interest regarding any matter brought before the Steering Committee shall disclose the conflict and recuse him or herself from voting on the matter.

### ARTICLE 10 MEETINGS/ RECORDS REQUIREMENTS:

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#### SECTION I

Official action(s) taken by the OCSENA must be on record and part of the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote(s) taken. A summary of dissenting views should be transmitted along with any recommendation made by the OCSENA to the City.

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#### SECTION 2

Official records, including minutes, shall be provided to Oregon City Hall for database archiving and publishing to the City web site.

## ARTICLE 11 PARLIAMENTARY AUTHORITY AND AMENDMENT OF BYLAWS:

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### SECTION 1

The most current edition of Robert's Rules of Order, Newly Revised, shall govern the procedures of the association when the procedure is not otherwise covered by these bylaws.

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### SECTION 2

The Steering Committee shall appoint a subcommittee to regularly review these bylaws, with a goal of yearly recommended updates to bring to the annual General Membership meeting in September for approval.