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A G E N D A

KEIZER CITY COUNCIL WORK SESSION

Monday, August 14, 2023

6:00 p.m.

Robert L. Simon Council Chambers

930 Chemawa Road NE

Keizer, Oregon 97303

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION

A. Purpose and work of Neighborhood Associations.

B. Emergency Management Plan & EOP Planning Committee.

4. ADJOURN

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion

1 BILL NO. 239

A BILL

ORDINANCE NO.
93-257

FOR

4 AN ORDINANCE

5 RELATING TO THE RECOGNITION OF
6 NEIGHBORHOOD ASSOCIATIONS
7

8 The City of Keizer ordains as follows:

9 Section 1. PURPOSE. This ordinance is intended to
10 recognize that neighborhood associations are an important part
11 of the involvement and volunteerism of the citizens of the
12 community in Keizer city government. Active neighborhood
13 associations enhance the City's citizen involvement program and
14 provide an important two way channel for information relative
15 to the activities of the City. This ordinance is intended to
16 provide a framework for establishment and recognition of
neighborhood associations and to acknowledge such associations
18 as legitimate representatives of the citizens and issues within
19 their boundaries.

20 Section 2. NEIGHBORHOOD ASSOCIATIONS. A neighborhood
21 association is any group of people organized within a
22 geographical area for the purpose of studying and acting on
23 issues affecting neighborhood and city-wide livability and
24 government operations, and that also actively solicits broad
25 involvement by all citizens within the association's boundary.
26 A recognized neighborhood association is one that has been
27 found by the City Council to satisfy the standards of this
28 ordinance.

29 ///

- ORDINANCE NO. 93- 257

FMAGIC

INTEGRA

LIEN, HOBSON & JOHNSON

Attorneys at Law
4055 River Rd. N.
Keizer, Oregon 97303
1999 000 1000

1 Section 3. RECOGNITION. The City Council may officially
2 recognize a neighborhood association as described in Sections 4
3 and 5 below. For a recognized neighborhood association the
4 City will do the following, at a minimum:

5 (a) Mail the association requests for comments and public
6 hearing notices for all planning, zoning, and subdivision
7 activities within its boundaries.

8 (b) Mail the association notices of other City issues
9 that may result in action being taken impacting property or the
10 citizens within the association boundary.

11 (c) Mail the association agendas for all City
12 commissions, boards, and City Council meetings.

13 (d) Solicit the input of the association at early stages
14 of major decision making, such as annual budget preparation and
15 amendments to the Comprehensive Plan.

16 (e) Recognize the association as having standing in land
17 use cases within its boundaries or within adjacent areas where
18 there is a direct impact.

19 (f) Provide assistance in publicizing the activities of
20 the association through press releases, city publications, and
21 other media as resources allow.

22 Section 4. PROCESS FOR RECOGNITION. A neighborhood
23 association may petition the City Council for official
24 recognition. If the Council finds that the standards outlined
25 below are met, the association may be recognized by resolution.

26 ///

1 Section 5. STANDARDS FOR RECOGNITION. The following
(standards must be met by a neighborhood association seeking and
3 maintaining recognition:

4 (a) By-Laws - The Association shall adopt by-laws that
5 contain the following provisions at a minimum:

6 (1) Any person who resides, operates a business, or owns
7 property within the boundary shall be a member with the right
8 to participate and vote.

9 (2) The membership shall not be limited by race, creed,
10 color, sex, age, or any other factor.

11 (3) There shall be no dues, but voluntary contributions
12 may be solicited.

13 (4) The association shall hold an annual general meeting,
14 with the time, date, and place of the meeting widely publicized
15 throughout the neighborhood prior to the meeting. Other
16 general meetings may be held as desired.

17 (5) Regular meetings of the Board shall be held at a
18 publicized date, time, and place. All Board meetings shall be
19 open to the public. All members present may vote on issues
20 with the results recorded separately from votes of the Board.

21 (6) Minutes shall be taken of all Board and General
22 meetings, with the minutes made available to any person so
23 requesting. A copy of the minutes shall be filed with the City
24 Recorder.

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1 (7) The association shall have a Board of Directors with
2 a president, vice-president, and secretary who shall be elected
3 annually by those present at the annual meeting. The
4 association may establish additional elected positions on the
5 Board. The board roster including names and addresses shall be
6 filed with the City Recorder. The association shall provide
7 one address to the City for mailing purposes.

8 (8) A copy of the by-laws shall be filed with the City
9 Recorder and maintained and updated to reflect amendments by
10 the neighborhood association.

11 (b) Boundary - The Association shall adopt by motion a
12 fixed geographic boundary meeting the following general
13 guidelines:

14 (1) The neighborhood should generally encompass at least
15 300 dwelling units or smaller clearly defined areas.

16 (2) The neighborhood should encompass a logical
17 geographic and social area with generally rectangular
18 boundaries and without any gerrymandering.

19 (3) The neighborhood should generally focus on a single
20 elementary school attendance area.

21 (4) Neighborhood boundaries should generally follow
22 natural or manmade barriers such as creeks and arterial
23 streets. When a boundary must follow a local street, it should
24 follow rear property lines rather than divide the neighborhood
25 between houses facing each other.

26 ///

1 (5) The boundary should encompass adjacent vacant or
underdeveloped land.

3 (6) The boundary should extend to the City Limits.

4 (7) The boundary should leave no isolated areas or
5 pockets not included in another neighborhood association's
6 boundary.

7 (8) The Council shall have the final determination of a
8 neighborhood's boundary and is not necessarily bound to the
9 above guidelines. This determination shall be reflected in the
10 resolution of recognition.

11 (c) Responsibilities - The following responsibilities
12 must be assumed and carried out by a neighborhood association:

13 (1) The association must strive to accurately represent
14 the best interest of its members when expressing neighborhood
15 opinion, recommendations, and concerns before any public body.

16 (2) The association must try to solicit the participation
17 or input of all members through newsletters, media coverage,
18 personal contact, flyer distribution, and other means.

19 (3) The association must actively participate in City
20 government through participation, input, and recommendations on
21 issues brought to it by the City, or initiated by the
22 neighborhood itself.

23 (4) The association must hold regular board and general
24 meetings, with timely, appropriate notification to members.

25 ///

26 ///

1 (5) The association must strive to improve the livability
2 of the neighborhood and of the community as a whole through
3 education, activities, projects, and participation.

4 Section 6. MAINTAINING RECOGNITION - ANNUAL REPORT. A
5 recognized neighborhood association shall make an annual report
6 to the City Council at a Council meeting no more than one month
7 before or one month after the anniversary of the Council's
8 recognition. This report may be in writing or presented
9 orally. The report shall include at least the following
10 elements:

11 (a) A record of all meetings.

12 (b) A summary of all issues dealt with by the
13 association.

14 (c) A summary of special association activities outside
15 regular meetings

16 (d) A report of all efforts to solicit the participation
17 and input of all members of the association

18 (e) An analysis of the Association's success in meeting
19 its responsibilities as outlined above.

20 Section 7. MAINTAINING RECOGNITION - COUNCIL ACTION. If
21 the Council finds the association has continued to meet the
22 expectations and responsibilities of a neighborhood
23 association, it shall, by motion, extend recognition for an
24 additional year.

25 Section 8. TERMINATING RECOGNITION. At any time the
26 Council may consider an association's alleged failure to meet

1 the expectations and responsibilities of a neighborhood
2 association. If it finds the association is not meeting the
3 standards, it may, by resolution, revoke recognition.

4 Section 9. EFFECTIVE DATE. This Ordinance shall take
5 effect thirty (30) days after its passage.

6 PASSED this 21st day of June , 1993.

7 SIGNED this 23rd day of June , 1993.

8
9 Mayor

10
11 City Recorder

12 824.111

Keizer Neighborhood Associations



Greater Gubser Neighborhood Association



Created: January 2022

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- Greater Gubser
- Parcels
- School
- Waterways
- Waterbodies
- Keizer City Limi

GUBSER NEIGHBORHOOD ASSOCIATION BYLAWS

(As Amended January 19, 2017)

ARTICLE I – NAME

The name of this organization shall be the Gubser Neighborhood Association, herein known in this document as the Association.

ARTICLE II – AREA

The Association shall encompass that area bounded by the Bonneville Power Administration transmission lines to the south shore of Labish Ditch and Lake Labish on the north, the city limits of Keizer on the east, the north sides of Chemawa Road NE to Lockhaven Drive NE on the south, and the east side of River Road N on the west.

ARTICLE III – PURPOSE

- Section 1 The Association will be advisory to the Keizer City Council, Planning Commission, Parks Advisory Board; Salem-Keizer School District, Marion county Commissioners, and all other organizational bodies as requested or required, on matters affecting the growth, development, and all other factors affecting the livability of the area within the boundaries of the Association. Such advisory communication is not limited to the 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 social and economic welfare of the members of the Association.
- Section 2 The Association will provide a forum for open discussion and allow maximum citizen participation in the formation of the public policy to all members of the Association.
- Section 3 The Association will improve open communication between Association members, community leaders, and elected and appointed officials.
- Section 4 The association will promote, coordinate and conclude, in an orderly fashion, the business of the Association in order to protect and enhance the quality of life in Keizer.

ARTICLE IV – MEMBERSHIP

- Section 1 The Association shall be non-partisan, non-commercial, and non-sectarian.
- Section 2 Membership shall not discriminate or limit membership by race, religion, ethnic origin, age or gender.
- Section 3 The general membership shall be open to all residents, property owners, and business owners or one appointed representative of any business or institution, within the boundaries of the Association.
- Section 4 Monthly general membership meetings are considered desirable and shall be held at the hour and day designated by the Association board. The association Board should provide whenever possible at least five (5) days notification to the

general membership of the time, place and purpose of the general membership meeting.

ARTICLE V – VOTING

- Section 1 There shall be no voting by proxy.
- Section 2 Each member 18 years of age and over shall be entitled to one vote per voting opportunity.
- Section 3 Motions and decisions shall be passed based on majority vote.
- Section 4 A quorum is duly constituted by those present.

ARTICLE VI – ASSOCIATION BOARD

- Section 1 The Association Board, herein known in this document as the Board, shall consist of seven (7) persons and shall include the three Association officers and if possible one (1) member from each area as described in this section.
- Area #1: Bounded by the south side of Labish Ditch and the south shore of Lake Labish on the north, the city limits of Keizer on the east, the Bonneville Power Administration transmission lines, west of McLeod Lane NE, and the north side of Tepper Lane NE on the south, and the east side of Labish Ditch on the west.
- Area #2 Bounded by the Bonneville Power Administration transmission lines on the north, the west side of 14th Avenue NE on the east, the north side of Lockhaven Drive NE on the south, and the east side of River Road N on the west.
- Area #3 Bounded by the Bonneville Power Administration transmission lines on the north, the west side of McLeod Lane NE on the east, the north side of Lockhaven Drive NE on the south, and the east side of 14th Avenue NE on the west.
- Area #4 Bounded by the south side of Tepper Lane NE on the north, the city limits of Keizer on the east, the north side of Lockhaven Drive NE and Chemawa Road NE on the south, and the east side of McLeod Lane NE on the west.
- Section 2 A nominating Committee will attempt to provide at least two nominations for each open position. Nominations may also be made by the membership at the general membership meeting held in September/October.
- Section 3 Board members shall be elected by a majority of those voting members in attendance at the November general membership meeting.
- Section 4 Each area representative if possible, should reside, own property, own a business or be a representative of any business or institution located within the area's boundaries.

- Section 5 Board members shall serve a one (1) year term, from January 1st through December 31st of the year following their election.
- Section 6 Whenever a vacancy occurs on the Board, such vacancy shall be filled for the unexpired term by majority vote at the next Board meeting or as soon as possible thereafter. The Board may declare a Board position vacant if the member is absent from four (4) consecutive meetings, regular or specially called.

ARTICLE VII – DUTIES OF THE ASSOCIATION BOARD

- Section 1 The board shall hold at least one general membership meeting each year, holding other general membership meeting according to Article IV, Section 4.
- Section 2 The Board shall hold at least quarterly meetings conducting business and taking such action as may be necessary to fulfill the purpose and accomplish the goals of the Association.
- Section 3 Those board members present for an officially convened meeting shall constitute a quorum for the transaction of business.
- Section 4 In the event of a tie vote by the board, the motion under consideration shall be brought before the membership at the next general membership meeting.
- Section 5 Special meetings of the Board, for any purpose or purposes, may be called by the President, or if absent, by any other officer of the Association. Three (3) days advanced notice of the time and place of any Board meeting shall be given to each Board member. Notice shall also be provided to the media to assist in the notification of the general membership. Notice shall state the purpose of the meeting.
- Section 6 Any Decision by the Board may be nullified by a majority vote of the voting membership in attendance at a general membership meeting.

ARTICLE VIII – DUTIES OF THE OFFICER

- Section 1 The Association officers shall consist of a President, vice-President, Secretary/Treasurer.
- Section 2 The President shall be responsible for the general supervision and direction of the Board and the Association; shall preside at all meetings of the Board and general membership; shall be responsible for an annual report to the City Council in February; appoints all committee members/chairpersons and shall be an ex-officio member of all committees.
- Section 3 The Vice-President shall in the absence of the President execute all the powers of the President, and perform other duties as assigned by the President.
- Section 4 The Secretary/Treasurer shall record a summary of all general membership and Board meetings and provide the Board with copies of said summary, retain a copy for the Association files, and file one copy with the Keizer City Recorder, maintain Association and membership records. Shall maintain if necessary, any financial records and be accountable for the funds of the Association. Upon request of any Association member, the Treasurer shall open for examination all

financial records of the Association. The Board shall conduct an examination of the Association financial records annually. A motion for acceptance shall be made regarding the condition of the examination with appropriate recommendations.

- Section 5 In the event a checking account is established in the name of the Association and for its business purposes only, all checks will require two signatures. Only Association officers have the authority to sign a check.

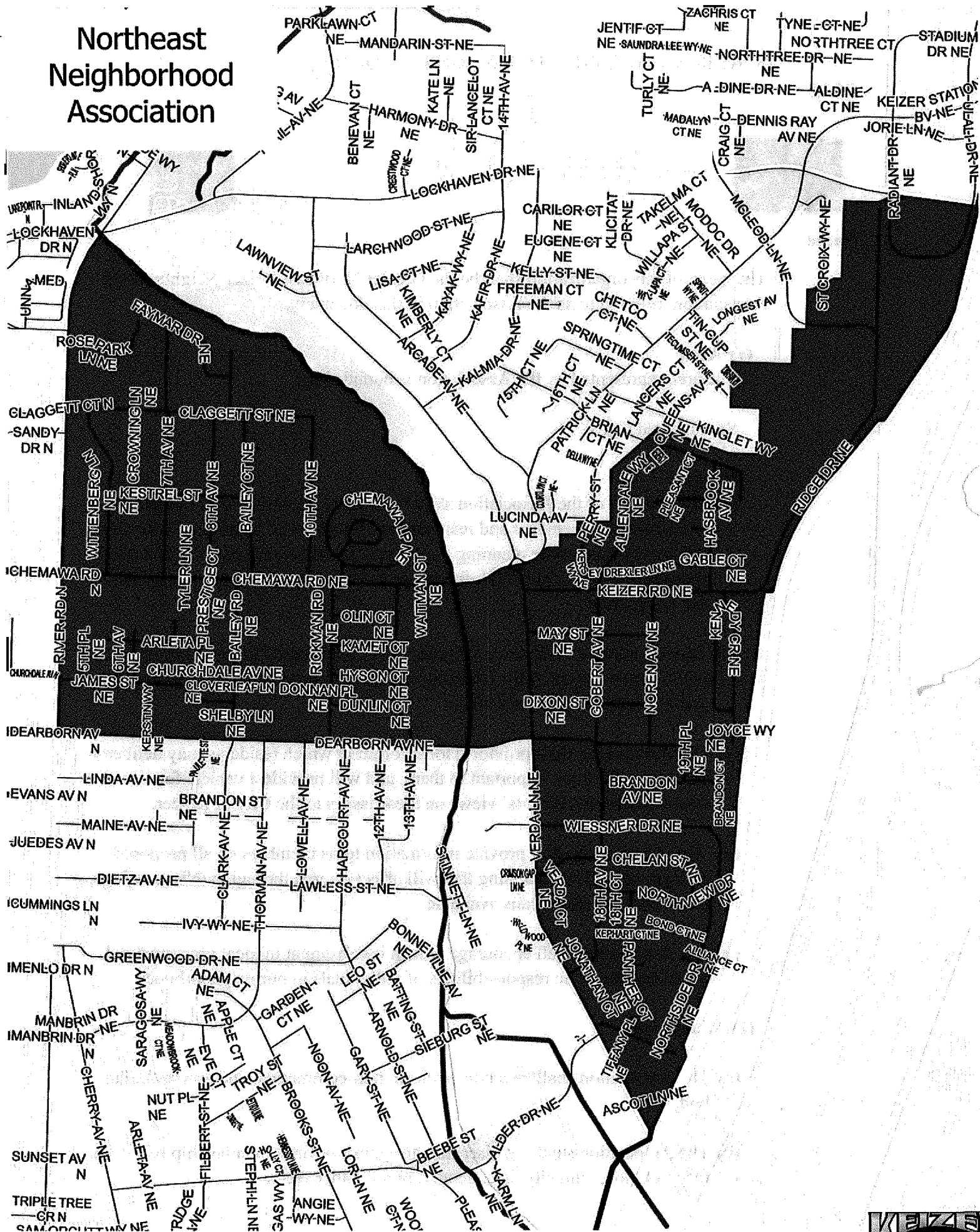
ARTICLE IX – COMMITTEES

- Section 1 In order to carry out the work of the Association, committees not limited to Christmas Lighting, Parks, Financial, Neighborhood Watch, Land Use, Nominating, etc. may be created by a majority vote of the Board.
- Section 2 The purpose of a committee is to examine an issue(s) and make a recommendation to the Board, and take such action as directed by the Board.
- Section 3 Committee members, to include the chairperson, shall be appointed by the Association President. Each committee shall elect its own secretary.
- Section 4 The secretary of each committee shall present three written copies of the minutes of the committee meetings to the committee chairperson who shall file a copy with the Association President and a copy with the Association Secretary.

ARTICLE X – AMENDMENTS

These bylaws may be repealed or amended, or new bylaws may be adopted by a majority vote at any general meeting. Public notice of the meeting and of the proposed bylaw changes shall be made at least fourteen (14) days prior to the meeting.

Northeast Neighborhood Association



Created: November 2022

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GREATER NORTHEAST KEIZER NEIGHBORHOOD ASSOCIATION By-laws

2022



Name

The name of this organization shall be the Greater Northeast Keizer Neighborhood Association, referred to as the Association in this document.

(1) Area

The area represented by the Association is bounded by:

See attached maps

Purpose

- (a) The purpose of the Association shall be to promote, coordinate, implement, and advise our members and residents on all aspects of planning for the City of Keizer or any other planning or advisory bodies within the confines of our communities in Keizer. With full support of the City of Keizer, comes with our recognition.
- (b) The Association shall strive for maximum citizen participation in promotion of the improvement of the livability and the environment of the neighborhood and of the community as a whole.
- (c) The Association shall provide a local forum in which residents may deliberate on issues which are important to them, and will provide a vehicle for communicating residents' views on these issues to the City of Keizer.
- (d) The Association shall provide information to its members on all proposed changes in land use planning that will affect its area through public meetings, newsletter or other means available.
- (e) The Association shall encourage citizen involvement in local governmental issues and the civic responsibilities of individuals in our neighborhood.

(2) Membership

- (a) The Association shall be a non-partisan, non-commercial and non-sectarian body.
- (b) The Association shall not discriminate against or limit membership based on race, religion, ethnicity, age, gender, or any other factor.

GREATER NORTHEAST KEIZER NEIGHBORHOOD ASSOCIATION By-laws

2022

- (c) Any person who resides, operates a business, or owns property within the boundaries shall be a member with the right to participate and vote. Any business or private institution within the boundaries may elect to appoint a representative to participate and vote on their behalf.
- (d) There shall be no dues, but voluntary contributions may be solicited.
- (e) The voting age of member shall be 18 years of age. Members under the age of 18 are encouraged to participate in and contribute to Association meetings and activities.
- (f) Each member shall be entitled to one vote per voting opportunity, and there shall be no voting by proxy. Absentee ballots are allowed.

(3) The Association Board of Directors

- (a) The Association Board of Directors, referred to as the Board in this document, shall consist of directors elected at large. All positions will be for a term of one year. The Board will name three of these directors as Officers of the Board in the positions of President, Vice President, and Secretary.
- (b) The Board will name directors who will serve in the following positions; **Land Use Coordinator, Business Community Liaison, Neighborhood Watch Coordinator, and Police Liaison.**
- (c) The Board of Directors shall be members of the Association and their primary residence shall be within the boundaries of the Association.
- (d) A roster of the names and addresses of all Board members shall be filed with City of Keizer Recorder.
- (e) Board members will be elected by secret ballot by the majority of all members present at the annual general meeting.
- (f) Nominations for positions may be submitted by the general membership from the floor at the annual meeting.
- (g) It shall be prohibited for two members from an immediate family or of the same household to simultaneously serve as directors on the Board.
- (h) Any individual who may receive direct financial profit from work of the Association is prohibited from holding office in the Association.

GREATER NORTHEAST KEIZER NEIGHBORHOOD ASSOCIATION By-laws

2022

- (i) If the President resigns, the Vice President shall become President.
- (j) A vacancy in any other office will be filled for the unexpired term by a majority vote at the next Board meeting. The Board may, by majority vote, declare a Board position vacant if the member is absent from four consecutive meetings, regular or specially called.
- (k) In event of a temporary absence of a Board member due to health or other reasons, the President shall assign the duties to other Board members or any general member designated until the Board member returns.
- (l) The Board will hold at least one general meeting per year.
- (m) The Board will always strive to accurately represent the best interests of its members when expressing neighborhood opinion, recommendations, and concerns before any public body.
- (n) The Board shall participate in the City Keizer Government through input and recommendations on issues brought to it by the City of Keizer or initiated by the neighborhood itself.
- (o) The Board must solicit the participation of all members through newsletter, media coverage, personal contact, flyer distribution, or any other means available to it.

(4) Duties of Association Board Officers

- (a) **The President** shall be responsible for the general supervision and direction of the Board and the Association; shall provide the mailing address to the City of Keizer for all Association business; shall review all mailings received and take appropriate action; shall preside at all meetings of the Board and at all general membership meetings; shall be responsible for the annual report to the City of Keizer Council; and shall be an office member of all committees.
- (b) **The Vice President** shall preform all duties of the President in his or her absence and shall perform other duties as assigned by the President.
- (c) **The Secretary** shall record the minutes of all general membership meetings and the Board meetings and provide the Board members with copies of said minutes, retain a copy for the Association files and file one with the City of Keizer Recorder; shall keep all records for the Association; and shall be

GREATER NORTHEAST KEIZER NEIGHBORHOOD ASSOCIATION By-laws

2022

responsible for notification of the date, time and place of all meetings to the media, general membership, and in the event of a special Board meeting, to the Board members.

(d) **Treasurer**

Keeps accounts of all expenses, upon authorization of the board collects receipts and Presents a written report each month to the board of directors and/or association

(5) **Meetings**

(a) The Board shall pick a date in March each year for the annual meeting and publish at least 30 days prior to the date of this meeting. General meetings may be called for special issues any other time of the year as the need arises. Notification of general meetings shall be at least seven days and no more than fourteen days prior to the meeting and will be posted local newspaper, social media and City of Keizer website.

(b) The Board will hold a minimum, 2 a year *meetings* to conduct Association business. Notification will be given to the general Association at least seven days prior whenever possible. An order of business at all Board meetings will be to determine the date, time and place of the next meeting and record it in the minutes.

(c) Special meeting of the Board, for any purpose, may be called by the President, or if absent, by the Vice President. Three days' prior notice of the time and place of any special Board meeting shall be given to each Board member.

(d) All regular Board meetings shall be open to the public.

(e) Minutes shall be taken of all Board and general meetings and a copy of the minutes be filed with the City of Keizer Recorder.

(f) A majority of Board members currently holding office will constitute a quorum making for the transaction of business. Once formed, a quorum shall remain if one or more members abstain from voting.

(g) No director/officer of the Board shall take part in any vote where there maybe conflict of interest.

(h) Any decision made by the Board may be nullified by a majority vote of the members present at the general meeting.

GREATER NORTHEAST KEIZER NEIGHBORHOOD ASSOCIATION By-laws

2022

(6) Committees

- (a) Committees may be formed in order to carry out Association work on specific issues or projects.
- (b) The President will appoint a chairperson for the committee and each committee will elect its own secretary.
- (c) A charge will be given to the committee defining the committee goals and area of responsivity. This will be included in the Board minutes.
- (d) The committee will examine issues, make recommendations to the Board, and carry out actions as directed by the Board.
- (e) The committee shall consist of Association members only.
- (f) The secretary of each committee shall submit a written copy of the minutes of the committee meetings to be included with the minutes of the Board meeting.
- (g) The committee chairperson may recruit additional members at any time to serve on the committee as needed.

(7) Amendments

- (a) These bylaws may be repealed or amended or new bylaws may be adopted (subject to City of Keizer ordinance) by two thirds majority vote at any general membership meeting. Public notice of the date, time and place of the meeting and the proposed bylaw change shall be made at least seven days and no more than fourteen days prior to the meeting.
- (b) The bylaws shall be reviewed by the Board or by a special committee once each year prior to the annual general meeting to assure that they adhere to the principals and purpose of the Neighborhood Association as follows:
 - To provide Board representation from all area and districts within the Association.
 - To represent the greatest number of Association members.
- To provide clear and consistent rules guiding the Association activities.

Keizer Neighborhood Associations



Greater Gubser Neighborhood Association

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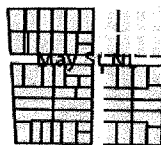
Zee Ln NE

172 ft

Willamette Valley

South Labish L

Dr NE



Created: January 2022

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- Parcels
- School
- Waterways
- Waterbodies
- Keizer City Limit

NORTHWEST KEIZER NEIGHBORHOOD ASSOCIATION

- (e) The voting age of member shall be 18 years of age. Members under the age of 18 are encouraged to participate in and contribute to Association meetings and activities.
- (f) Each member shall be entitled to one vote per voting opportunity, and there shall be no voting by proxy. Absentee ballots are allowed.

(4) The Association Board of Directors

- (a) The Association Board of Directors, referred to as the Board in this document, shall consist of seven directors elected at large. All positions will be for a term of one year. The Board will name three of these directors as Officers of the Board in the positions of President, Vice President, and Secretary.
- (b) The Board will name directors who will serve in the following positions; Land Use Coordinator, Business Community Liaison, Neighborhood Watch Coordinator, and Police Liaison.
- (c) The Board of Directors shall be members of the Association and their primary residence shall be within the boundaries of the Association.
- (d) The roster of the names and addresses of all Board member shall be filed with City of Keizer Recorder.
- (e) Board members will be elected by secret ballot by the majority of all members present at the annual general meeting.
- (f) Nominations for all seven positions may be submitted by the general membership from the floor at the annual meeting.
- (g) It shall be prohibited for two members from an immediate family or of the same household to simultaneously serve as directors on the Board.
- (h) Any individual who may receive direct financial profit from work of the Association is prohibited from holding office in the Association.
- (i) If the President resigns, the Vice President shall become President.
- (j) A vacancy in any other office will be filled for the unexpired term by a majority vote at the next Board meeting. The Board may, by majority vote, declare a Board position vacant if the member is absent from four consecutive meetings, regular or specially called.
- (k) In event of a temporary absence of a Board member due to health or other reasons, the President shall assign the duties to other Board members or any general member designated until the Board member returns.
- (l) The Board will hold at least one general meeting per year.
- (m) The Board will always strive to accurately represent the best interests of its members when expressing neighborhood opinion, recommendations, and concerns before any public body.

NORTHWEST KEIZER NEIGHBORHOOD ASSOCIATION

- (n) The Board shall participate in the City Keizer government through input and recommendations on issues brought to it by the City of Keizer or initiated by the neighborhood itself.
- (o) The Board must solicit the participation of all members through newsletter, media coverage, personal contact, flyer distribution, or any other means available to it.

(5) Duties of Association Board Officers

- (a) The President shall be responsible for the general supervision and direction of the Board and the Association; shall provide mailing address to the City of Keizer for all Association business; shall review all mailings received and take appropriate action; shall preside at all meetings of the Board and at all general membership meetings; shall be responsible for the annual report to the City of Keizer Council; and shall be an ex-officio member of all committees.
- (b) The Vice President shall preform all duties of the President in his or her absence and shall perform other duties as assigned by the President.
- (c) The Secretary shall record the minutes of all general membership meetings and the Board meetings and provide the Board members with copies of said minutes, retain a copy for the Association files and file one with the City of Keizer Recorder; shall keep all records for the Association; and shall be responsible for notification of the date, time and place of all meetings to the media, general membership, and in the event of a special Board meeting, to the Board members.

(6) Meetings

- (a) The Board shall pick a date in March each year for the annual meeting and publish at least 30 days prior to the date of this meeting. General meetings may be called for special issues any other time of the year as the need arises. Notification of general meetings shall be at least seven days and no more than fourteen days prior to the meeting and will be posted local newspaper, social media and City of Keizer website.
- (b) The Board will, at a minimum, hold quarterly meetings to conduct Association business. Notification will be given to the general Association at least seven days prior whenever possible. An order of business at all Board meetings will be determine the date, time and place of the next meeting and record it in the minutes.
- (c) Special meeting of the Board, for any purpose, may be called by the President, or if absent, by the Vice President. Three days' prior

NORTHWEST KEIZER NEIGHBORHOOD ASSOCIATION

notice of the time and place of any special Board meeting shall be given to each Board member.

- (d) All regular Board meetings shall be open to the public.
- (e) Minutes shall be taken of all Board and general meetings and a copy of the minutes be filed with the City of Keizer Recorder.
- (f) A majority of Board members currently holding office making our majority three or four when the full, will constitute a quorum making the for the transaction of business. Once formed, a quorum shall remain if one or more members abstain from voting.
- (g) No director/officer of the Board shall take part in any vote where there maybe conflict of interest.
- (h) Any decision made by the Board may be nullified by a majority vote of the member present at the general meeting.

(7) Committees

- (a) Committees may be formed in order to carry out Association work on specific issues or projects.
- (b) The President will appoint a chairperson for the committee and each committee will elect its own secretary.
- (c) A charge will be given to the committee defining the committee goals and area of responsivity. This will be included in the Board minutes.
- (d) The committee will examine issues, make recommendations to the Board, and carry out actions as directed by the Board.
- (e) The committee shall consist of Association members only.
- (f) The secretary of each committee shall submit a written copy of the minutes of the committee meetings to be included with the minutes of the Board meeting.
- (g) The committee chairperson may recruit additional members at any time to serve on the committee as needed.

(8) Amendments

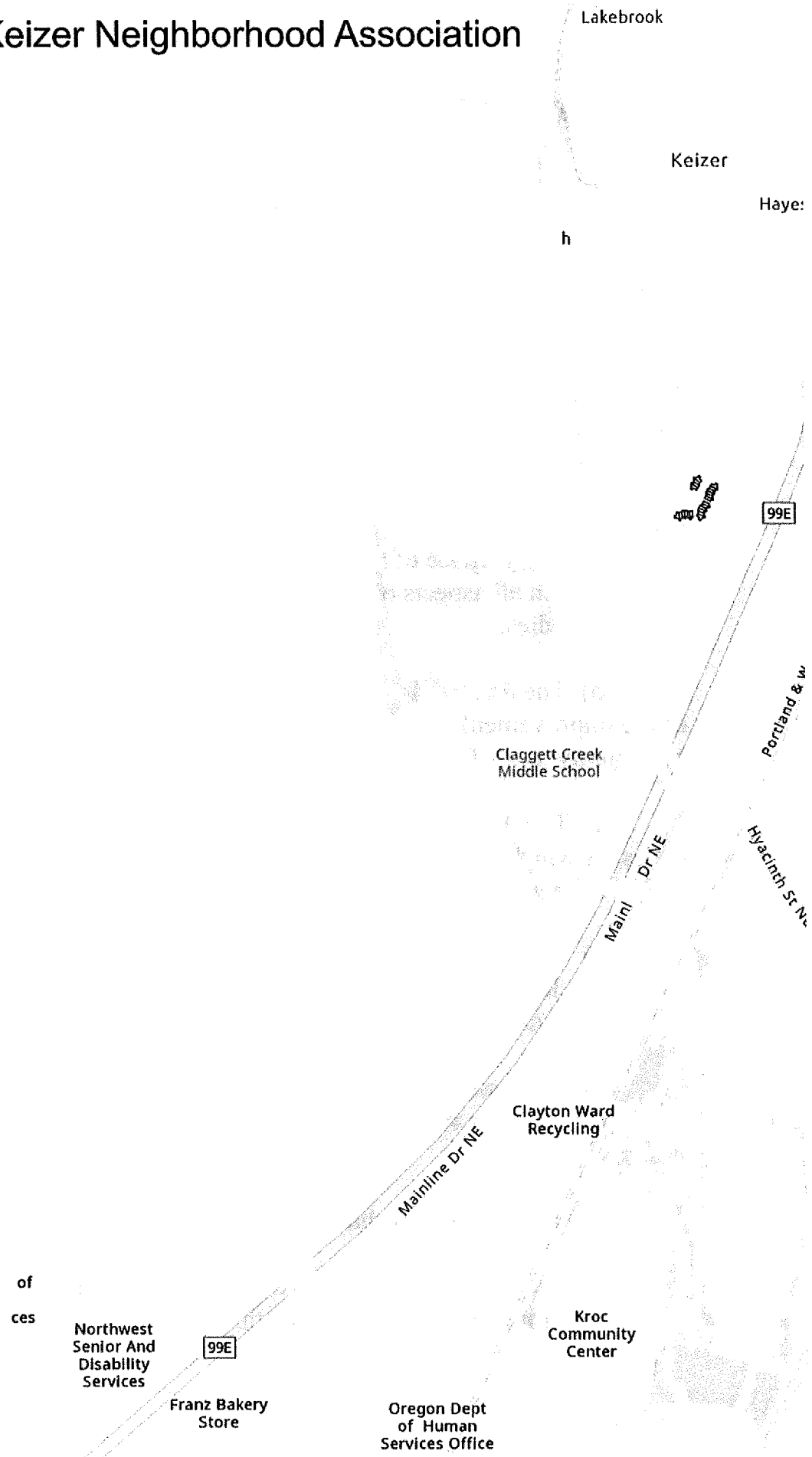
- (a) These bylaws may be repealed or amended or new bylaws may be adopted (subject to City of Keizer ordinance) by two thirds majority vote at any general membership meeting. Public notice of the date, time and place of the meeting and the proposed bylaw change shall be made at least seven days and no more than fourteen days prior to the meeting.
- (b) The bylaws shall be reviewed by the Board or by a special committee once each year prior to the annual general meeting to

NORTHWEST KEIZER NEIGHBORHOOD ASSOCIATION

assure that they adhere to the principals and purpose of the Neighborhood Association as follows:

- To provide Board representation from all area and districts within the Association.
- To represent the greatest number of Association members.
- To provide clear and consistent rules guiding the Association activities.

Southeast Keizer Neighborhood Association



Created: January 2022

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SOUTHEAST KEIZER NEIGHBORHOOD ASSOCIATION
BYLAWS
March 2020

(1) Name

The name of this organization shall be the Southeast Keizer Neighborhood Association (SEKNA), referred to as the Association in this document.

(2) Area

The area represented by the Association is bounded by the center of Dearborn Street to the north; the center of Verda Lane to the east; the Keizer City limits to the south; and the center of River Road to the west.

(3) Purpose

(a) The purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

(b) The Association shall strive for maximum citizen participation in promotion of the improvement of the livability and the environment of the neighborhood and of the community as a whole.

(c) The Association shall provide a local forum in which residents may deliberate on issues which are important to them, and will provide a vehicle for communicating residents' views on these issues to the City of Keizer.

(d) The Association shall provide information to its members on all proposed changes in land use planning that will affect its area through public meetings, newsletter or other means available, ie social media, radio, newspaper, etc.

(e) The Association shall encourage citizen involvement in local governmental issues and the civic responsibilities of individuals in its neighborhood.

(4) Membership

(a) The Association shall be non-partisan, non-commercial and non-sectarian.

(b) The Association shall not discriminate against or limit membership based on, but not limited to, race, religion, ethnicity, age or gender.

SOUTHEAST KEIZER NEIGHBORHOOD ASSOCIATION
BY LAWS
March 2020

(c) Any person who resides, works, operates a business or non-profit, or owns property or worships within the boundaries shall be a member with the right to participate and vote.

Any business or private institution within the boundaries may elect to appoint a representative to participate and vote on their behalf.

(d) There shall be no dues, but voluntary contributions may be solicited.

(e) Voting

(i) voting age of members shall be 18 years of age. Members under the age of 18 are encouraged to participate in and contribute to Association meetings and activities.

(ii) Each member shall be entitled to one vote per voting opportunity.

(iii) There shall be no voting by proxy. Member must be present to vote.

(5) The Association Board of Directors

(a) The Association Board of Directors, referred to as the Board in this document, shall consist of five- nine directors elected at large. All positions will be for a term of one year. The Board will name three of these as Officers of the Board in the positions of President, Vice President and Secretary.

(b) The Board will name directors who may serve in the following capacities: Land Use Coordinator, Business Community Liaison, Neighborhood Watch Coordinator and Police Liaison.

(c) The Board members shall be members of the Association.

(d) The roster of the names and addresses of all Board members shall be filed with the City of Keizer Recorder.

(e) Board members will be elected by the majority of all members present at the annual general meeting.

(f) Nominations for Board positions may be submitted by the general membership from the floor at the general meeting.

SOUTHEAST KEIZER NEIGHBORHOOD ASSOCIATION
BYLAWS
March 2020

(g) It shall be prohibited for two members from an immediate family or of the same household to simultaneously serve as directors on the Board.

(h) Any individual or business who may receive direct financial profit from work of the Association is prohibited from holding office in the Association.

(i) If the President resigns, the Vice President shall become President.

(j) A vacancy in any other office will be filled for the unexpired term by a majority vote at the next Board meeting. The Board may, by majority vote, declare a Board position vacant if the member is absent from four consecutive meetings, regular or specially called.

(k) In the event of a temporary absence of a Board member due to health or other reasons, the President shall assign the duties to other Board members or any general member designated until the Board member returns.

(l) The Board will hold at least one general meeting per year.

(m) The Board will always strive to accurately represent the best interests of its members when expressing neighborhood opinion, recommendations, and concerns before any public body.

(n) The Board shall participate in the City of Keizer government through input and recommendations on issues brought to it by the City of Keizer or initiated by the neighborhood itself.

(o) The Board must solicit the participation of all members through newsletter, media coverage, personal contact, flyer distribution or any other means available to it i.e social media, radio or newspaper, etc..

(6) Duties of Association Board Officers

(a) The President shall be responsible for the general supervision and direction of the Board and the Association; shall provide contact information to the City of Keizer for all Association business; shall review all mailings received and take appropriate

**SOUTHEAST KEIZER NEIGHBORHOOD ASSOCIATION
BYLAWS
March 2020**

action; shall preside at all meetings of the Board and at all general membership meetings; shall be responsible for the annual report to the Keizer City Council; and shall be an ex-officio member of all committees.

(b) The Vice-President shall perform all duties of the President in his or her absence and shall perform other duties as assigned by the President.

(c) The Secretary shall record the minutes of all general membership meetings and the Board meetings and provide the Board members with copies of said minutes, retain a copy for the Association files and file one with the City of Keizer Recorder; shall keep all records for the Association; and shall be responsible for notification of the date, time and place of all meetings to the media, general membership, and in the event of a special Board meeting, to the Board members.

(7) Meetings

(a) The Board will hold an Annual general meeting on the first Thursday of March each year. General meetings may be called for special issues any other time of the year as the need arises. Notification of general meetings shall be at least seven days and no more than fourteen days prior to the meeting and will be posted in the local newspaper, on social media and on the City of Keizer website.

(b) The Board will hold Board meetings to conduct Association business. Notification will be given to the general Association at least seven days prior (whenever possible). An order of business at all Board meetings will be to determine the date, time and place of the next meeting and record it in the minutes.

(c) Special meetings of the Board, for any purpose, may be called by the President, or if absent, by the Vice President. Three days prior notice of the time and place of any special Board meeting shall be given to each Board member.

(d) All regular Board meetings shall be open to the public.

(e) Minutes shall be taken of all Board and general meetings and a copy of the minutes shall be filed with the City of Keizer Recorder.

SOUTHEAST KEIZER NEIGHBORHOOD ASSOCIATION
BYLAWS
March 2020

(f) 51% (fifty-one percent) of members of the Board currently holding office will constitute a quorum for the transaction of business. Once formed, a quorum shall remain for the duration of the meeting.

(g) No member of the Board shall take part in any vote where there may be a conflict of interest.

(h) Any decision made by the Board may be nullified by a majority vote of the members present at the next general membership meeting.

(8) Committees

(a) Committees may be formed in order to carry out Association work on specific issues or projects.

(b) The President will appoint a chairperson for the committee and each committee will elect its own secretary.

(c) A charge will be given to the committee defining the committee goals and area of responsibility. This will be included in the Board minutes.

(d) The committee will examine issues, make recommendations to the Board, and carry out actions as directed by the Board.

(e) The committee shall consist of Association members only.

(f) The secretary of each committee shall submit a written copy of the minutes of the committee meetings to be included with the minutes of the Board meeting.

(g) The committee chairperson may recruit additional members at any time to serve on the committee as needed.

(9) Amendments

(a) These bylaws may be repealed or amended or new bylaws may be adopted by majority vote at any general membership meeting. Public notice of the date, time and

place of the meeting and the proposed bylaw change shall be made at least seven days and no more than fourteen days prior to the meeting.

(b) The bylaws shall be reviewed by the Board or by a special committee once each year prior to the annual general meeting to assure that they adhere to the principles and purpose of the Neighborhood association as follows:

- (i) To provide Board representation from all areas and districts within the Association
- (ii) To represent the greatest number of Association members.
- (iii) To provide clear and consistent rules guiding the Association and its activities.

West Keizer Neighborhood Association

Lakebrook

izer

Haye:

h

Riverbend
Pond

River Bend Rd NW

River Bend Rd NW

St N

143 ft

147 ft

Created: January 2022

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Parcels
School
West

Waterways
Waterbodies
Keizer City Limi

**West Keizer Neighborhood Association
BYLAWS (revised August 12, 2019)**

A. Name

The name of this organization shall be West Keizer Neighborhood Association (WKNA), referred to as the Association in this document.

B. Area

The area represented by the Association is bounded by the center of River Road on the east, the Willamette River on the west, the Keizer city limits on the south, and Chemawa Road on the north.

C. Purpose

(1) The Association shall provide a local forum where residents may deliberate on issues which are important to them, and will provide a vehicle for communicating residents' views on these issues to the City of Keizer and a vehicle for residents to be involved in local government.

(2) The Association shall provide information to its members through public meetings, a website, social media, or other means. Topics will include public policy, including proposed changes in land-use, transportation, schools, housing and social and economic welfare of members.

(3) The Association shall strive for maximum citizen participation in its promotion of the improvement of the livability and environment of the neighborhood and the community as a whole.

(4) The purpose of the Association shall be to promote, coordinate, implement and advise on all aspects of public policy for the City of Keizer or for any other planning or advisory bodies.

D. Membership

(1) The Association shall be non-partisan, non-commercial, and non-sectarian.

(2) The Association shall not discriminate against or limit membership based on race, ethnicity, age, gender, or any other factor. (3) Any person who resides,

operates a business, or owns property within the boundaries shall be a member with the rights to participate and vote. Any business or private institution within the boundaries may elect to appoint a representative to participate and vote on its behalf.

- (4) There shall be no dues, but voluntary contributions may be solicited.
- (5) The voting age of members shall be 18. Members under the age of 18 are encouraged to participate in and contribute to Association meetings and activities.
- (6) Each eligible member shall be entitled to one vote per voting opportunity;

there shall be no voting by proxy. Absentee ballots are allowed. E. The

Association Board of Directors

- (1) The Association Board of Directors, referred to as the Board in this document, shall consist of four (4) Directors and three (3) Officers of the Board: President, Vice President, and Secretary. All positions will be for a term of one year.
- (2) The Board will name Directors or Association members to liaison with City committees (such as Parks, Planning, Budget) as needed.
- (3) The Board of Directors shall be members of the Association and their primary residence or business shall fall within the boundaries of the Association.
- (4) A roster of the names and addresses of all Board members shall be filed with the City Recorder by the Association Secretary after the annual general membership meeting and election.
- (5) Officers of the Board will be elected by a majority of all members present at the annual general membership meeting of the Association. If no candidate for an office receives a majority of votes cast, there will be a runoff between the two candidates receiving the most votes for that position. Directors shall also be elected at the annual general membership meeting of the Association. The four candidates for Director positions who receive the most votes shall be elected to those positions.
- (6) Nominations for all seven (7) positions on the Board may be submitted by the general membership from the floor at the annual general membership meeting.
- (7) It shall be prohibited for two members of an immediate family or from the same household to simultaneously serve as Directors or Officers of the Board.
- (8) Any individual who may receive direct financial profit from the work of the Association is prohibited from holding office in the Association.
- (9) If the President resigns, the Vice President shall become the President and a new Vice President shall be appointed by the Board to serve the remaining term.
- (10) A vacancy in any other office will be filled for the remaining term by a

majority vote at the next Board meeting. The Board may, by majority vote, declare a Board position vacant if the member is absent for four (4) consecutive meetings, whether regular meetings or specially-called.

(11) In the event of a temporary absence of a Board member due to health or other reasons, the President shall assign the duties to other Board members or to a designated general member until the Board member returns.

(12) The Board will hold at least one general meeting of the Association per year.

(13) The Board will always strive to accurately represent the best interests of its members when expressing neighborhood opinion, recommendations, and concerns before any public body.

(14) The Board shall participate in City government through input and recommendations on issues brought to it by the City or initiated by the neighborhood itself.

(15) The Board must solicit the participation of all members through newspapers, media coverage, personal contact, flyer distribution, or any other means available to it.

F. Duties of Association Board Officers

(1) The President shall be responsible for the general supervision and direction of the Board and the Association; shall provide a mailing address to the City for all Association business; shall review all mailings of the Board and of all general membership meetings; shall be responsible for an annual report to the City Council; and shall be an ex-officio member of all committees.

(2) The Vice President shall perform all duties of the President in his or her absence and shall perform other duties as assigned by the President.

(3) The Secretary shall record the minutes of all general membership and Board meetings, provide the Board members with copies of said minutes, retain a copy for the Association files, and file one copy with the City Recorder via the neighborhood association link on the city's website; shall keep all records for the Association; and shall be responsible for notification of the date, time, and place of all meetings to the media, general membership, and in the event of a special Board meeting, to the Board members.

(4) Limitation of liability: The civil liability of Directors, Officers, committee members, or employees shall be limited to the fullest extent permitted under the Oregon Nonprofit Corporation Act of 1989.

G. Meetings

- (1) The Board will hold a general meeting on the second Thursday in January each year. General meetings may be called for special issues any other time of the year as the need arises. Notification of general meetings shall be at least seven (7) days and no more than fourteen (14) days prior to the meeting and will be posted in local newspapers.
- (2) The Board will, at a minimum, hold quarterly meetings to conduct Association business. Notification will be given to the general Association at least seven (7) days prior whenever possible. An order of business at all Board meetings will be to determine the date, time, and place of the next meeting and record these in the minutes.
- (3) Special meetings of the Board, for any purposes, may be called by the President, or if absent, by the Vice President. Three (3) days' prior notice of the time and place of any special Board meeting shall be given to each Board member.
- (4) All Board meetings shall be open to the public
- (5) Minutes shall be taken at all Board and general meetings and a copy of the minutes shall be filed with the City Recorder via the neighborhood association link on the city's website.
- (6) Five (5) Board members currently holding office will constitute a quorum for the transaction of business. Once formed, a quorum shall remain if one or more Board members abstain from voting.
- (7) No member of the Board shall take part in a vote where there may be a conflict of interest.
- (8) Any decision made by the Board may be nullified by a majority vote of the members present at the next general meeting.

H. Committees

- (1) Committees may be formed in order to carry out Association work on specific issues or projects.
- (2) The President will appoint a chairperson for the committee and each committee will elect its own secretary.
- (3) A charge will be given to the committee regarding its goals and area of responsibility. This charge will be included in the Board minutes.
- (4) The committee will examine issues, make recommendations to the Board, and carry out actions as directed by the Board.
- (5) The committee shall consist of Association members only.
- (6) The secretary of each committee shall submit a written copy of the minutes of committee meetings to be included with the minutes of the Board meeting.
- (7) The committee chairperson may recruit additional members at any time

to serve on the committee if needed.

I. Amendments

(1) These bylaws may be repealed or amended or new bylaws may be adopted (subject to City ordinance) by a two thirds majority vote at any general membership meeting. Public notice of the date, time, and place of the meeting and of a proposed bylaw change shall be made at least five (5) days and no more than fourteen (14) days prior to the meeting.

(2) The bylaws shall be reviewed by the Board or by a special committee once each year prior to the general meeting to assure that they adhere to the principles and purpose of the Neighborhood Association as follows:

- To represent the greatest number of Association members
- To provide clear and consistent rules guiding Association activities

