

## East Salem Suburban Neighborhood Association

### By-Laws

#### Article 1: Name

Section 1: The name of this association shall be the "East Salem Suburban Neighborhood Association (ESSNA)"

#### Article 2: Area

Section 1: This Association shall encompass the area outside of the City of Salem, Oregon with the following boundaries: with the point of beginning being the easterly Salem city limits and Center Street NE. Thence easterly along Center Street to Cordon Road NE to Sunnyview Road NE; thence easterly along Sunnyview Road to Howell Prairie Road NE; then southerly along Howell Prairie Road NE to the Santiam Highway 22; thence westerly along Santiam Highway 22 to the easterly Salem city limits; thence westerly along the easterly Salem city limits to the point of beginning.

#### Article 3: Purpose

Section 1: The purpose of the Association is to improve the livability in our neighborhood. This Association will provide advice to all government officials (elected or appointed), organizations, firms or individuals. The following are included but not restricted to: the Central District of the Marion County Sheriff's Office, the Marion County Commission and county services, including planning; Salem-Keizer Schools in our neighborhood, and those who serve our people; the Marion County Parks programs, Fire District 1, and the East Salem Suburban Water District. The issues affecting our neighborhood will be communicated to those responsible for such matters.

Section 2: Such advisory communications may involve neighborhood plans, and proposals with respect to police protection and security, land use, zoning, parks, open space and recreation, housing, schools, economic and other livability aspects of our neighborhood.

#### Article 4: Membership

Section 1: The general memberships shall be open to residents, property owners, and persons engaged in business in this neighborhood, including those who have continued interests, though affected by boundary changes (City limits) or have moved, but have continued interests.

#### Article 5: Voting

Section 1: All items, be they documents or motions, presented to the Association for approval by the attending membership shall be open to scrutiny by all members present. After all discussion on and/or changes made to said items, a vote shall be taken by all members present for acceptance or rejection.

Section 2: The general membership shall be allowed to vote on any and all issue(s) that arise during the monthly meetings.

Section 3: Voting shall be done by oral vote or raising of a hand. The majority vote of members present shall prevail. Each member will be entitled to one vote. Proxy voting will not be allowed.

Section 4: If the Board feels the necessity to differ with the vote of the membership, the board of directors may take another vote only for the board of directors and only if the majority of the directors in attendance are in agreement to take that second vote. Both votes will be recorded in the minutes without bias. The results of both votes would be reported without bias, if a report had been (or in the future would become) requested by the County Board of Commissioners, Sheriff's Department, Fire District 1 or any other agency

#### Article 6: Meetings

Section 1: The Association meeting held in March will be designated for the collection of changes to the by-laws. The Association meeting held in April will be dedicated for the annual election of officers, and for the discussion of changes to the by-laws. During months other than March and April, the Association may act upon the agreed changes.

Section 2: At all meetings of the Association, there shall be time provided for comments by all members. Material to be presented at a meeting shall be made available for review by all members present. Notice of the dates, times, places and principal topics of discussion for all meetings shall be publicized.

Section 3: Participation in meetings and the affairs of the Association shall not be limited by race, creed, color, sex, age, disability and any other like factor. Upon prior request, reasonable accommodation for persons with disabilities will be attempted.

#### Article 7: The Executive Board

Section 1: The Executive Board shall consist of the Chair, Vice Chair, Secretary, Treasurer and 6 Directors. Every reasonable attempt will be made to have the Board consist of members who are geographically representative of this neighborhood.

Section 2: The Executive Board members shall be elected by a majority of the neighborhood members in attendance at the April meeting.

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

Section 4: a. If the Chair resigns or vacates the position, the Vice Chair shall succeed to the position of Chair.  
b. If the Vice Chair resigns or vacates the position, a director, the Secretary or Treasurer after duly selected by the Executive Board, shall succeed to the position of Vice Chair.  
c. If the Secretary or Treasurer resigns or vacates the position, a director, after duly selected by the Executive Board, shall succeed to the position of Secretary or Treasurer.  
d. If a director resigns or vacates the position, a member-at-large will be asked to fill the remainder of the term of said director.  
e. A member of the Executive Board who has been absent from four (4) consecutive meetings, regular or special, shall be considered to have vacated their position, unless excused by the Board.

#### Article 8: Officers

Section 1: The officers shall consist of the Chair, Vice Chair, Secretary and Treasurer.

Article 9: Duties of Officers

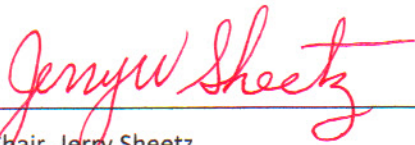
- Section 1: Chair. The Chair shall have general supervisory and directional powers as provided by the Executive Board of the activities of this Association, shall preside at all the meetings of the Executive Board and this Association, and shall be ex-officio member of committees.
- Section 2: Vice Chair. In the absence of the Chair, the Vice Chair shall execute all the duties of the Chair.
- Section 3: Secretary. The Secretary shall record the minutes of all membership Association and Executive Board meetings and will provide copies of said minutes, retain the original minutes for the neighborhood files, and provide a copy for inspection, upon request, by the County Commission and/or staff.
- Section 4: Treasurer. The Treasurer shall maintain and be accountable for the financial records and funds of this Association and will report this information.

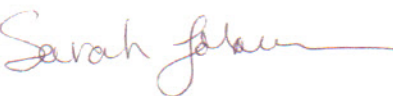
Article 10: Finance

- Section 1: A bank signature card will be signed by the Chair, Treasurer and one (1) additional member of the executive board.
- Section 2: A voucher, accompanied by supporting documents (receipt), for disbursement must be presented to the Treasurer within sixty (60) days of incurring expenses. The Chair or Vice Chair must sign the voucher authorizing the Treasurer to pay the voucher. An exemption to the voucher process will be permitted for monthly expenses for the ESSNA newsletter. These expenses will be paid directly at the time of service and receipts presented to the treasurer within two (2) weeks.

Article 12: Parliamentary Authority

- Section 1: All meetings will be conducted according to the latest addition of Robert's Rules of Order.

  
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Chair, Jerry Sheetz



Secretary, Sarah Johnson

July 7, 2011

Date of Adoption by Association