

Collins View Neighborhood Association Board Member Operations Policy

Board Overview

Board members of the Collins View Neighborhood Association, or CVNA, work in a collaborative model structure to accomplish joint goals on behalf of the Collins View Neighborhood, or CVN. The Collins View Neighborhood Board is composed of verified community-elected board members, special advisors to the board, a NET Representative and appointed members representing recognized Collins View Neighborhood Institutions (Lewis & Clark College and Riverdale High School).

Recognized Collins View institutions are limited to one-person representation on the CVNA board. Appointed representatives from the neighborhood institutions are encouraged to participate in CVNA board meetings but do not have board voting privileges.

For purposes of this Operations Policy, references to “board members” mean the elected members of the CVNA board and not the appointed representatives.

Board mission

The Collins View Neighborhood Association Board is composed of members who agree to work as a collaborative team to accomplish joint goals on behalf of the Collins View Neighborhood. Board members have varying areas of expertise with diverse sets of specialized skills and are committed to working effectively together to problem-solve and accomplish goals through agreed-upon shared communication standards, operating standards, performance expectations and best business practices when advocating for CVN livability and community issues.

Policy purpose

The Collins View Neighborhood Association, or CVNA, Board Member Operations Policy is designed to be updated and revised at any time as agreed to by a majority vote of a quorum of elected board members. This policy helps define standard operating procedures of the CVNA Board. When CVNA Bylaws are not sufficiently clear or do not address the changing community needs and issues, the CVNA Operations Policy can help define and address the evolving issues and needs of the Board and the Collins View community (e.g., electronic platform meetings format requirement initiated during COVID).

This document aims to further clarify the CVNA Bylaws and other operational processes of the organization, such as rules governing CVNA meetings, board elections, eligibility and responsibilities of board members, voting rights, the possible roles of the Verified members, communication structures and document management.

The CVNA Operations Policy is meant to serve as a “go to” document when additional clarification of the bylaws and their intent is needed. The policy may also be a guide to refining the bylaws as new revisions become necessary. The Policy’s intent is to assist and guide the CVNA Board members when representing and advocating for the CVNA community.

The bylaws and the Operations Policy together serve as a comprehensive understanding of the CVNA Board's rules of operation. The bylaws and the Operations Policy also serve as a guide to the CVNA community and its interactions with their representatives on the Board.

Representation

CVNA exists to advocate for CVN livability issues. It is therefore important that citizen involvement is highly encouraged and facilitated. CVNA's policy goals are to have citizen participation at every level of the organization and in the community. As CVNA operates with an uncompromising goal of advocacy for the community, it is important that we define the roles of the participating citizens.

All citizens are encouraged to participate and are welcome to provide input or request attention to a particular issue. However, there needs to be a minimum level of sustained involvement to be able to participate in the decision-making aspects of the CVNA. A set of participation, residency and (no) conflict of interest qualifications must be in place to ethically and responsibly assign a role of "verified member" for participation in the general voting issues within the CVNA.

Qualification and eligibility of a CVNA verified member

Since CVNA board members are voted in by the citizens, it is essential to give such responsibility to a verified member. A verified member of the community is defined as being aware of issues that the CVNA is currently engaged in and has some familiarity of the Board members' committee roles and their advocacy for the community.

CVNA's adoption of the qualification criteria was made with the consideration that eligibility is possible to nearly all citizens that reside in the CVN (with a few exceptions as noted in this policy). As in all aspects of volunteering, involvement is welcome and encouraged; however, qualification as a verified CVNA member requires a certain level of commitment.

A Collins view citizen wishing to become a verified member shall notify the Board of their intentions in writing. Upon meeting the required qualifications, CVNA Board members will accept the citizen as a verified member via a vote and subsequently register the verified member.

A verified member shall be required to attend at least six CVNA monthly meetings to remain a verified member of the CVNA.

A verified member shall maintain the minimum set of requirements as listed in this CVNA Operations Policy to be eligible to vote for election of CVNA Board members.

Qualifications for a CVNA verified member

- 1) Attend a minimum of three consecutive CVNA meetings with at least six per calendar year to have some familiarity with the CVNA issues, its Board members and their advocacy for the community.
- 2) Provide proof of current three-year continuous residency; requirements can include lease papers, home ownership or driver's license. Votes and motions enacted by the CVNA often have long-term effects. It would be irresponsible to allow short-term transitional residents to participate in decisions that will affect long-term residents of the CVN.
- 3) A verified member cannot be a student, employed or have family members employed (paid or unpaid) by the institutions in the neighborhood (see "institutions" defined in this

policy statement). In order to maintain its strict adherence to advocacy for the citizens only, CVNA must be transparent to its citizens and cannot have possible special interests or the appearance of such a compromise.

Board elections

Board elections are held annually during the regular May monthly meeting. Board members with multiple positions are eligible for a single vote. Board Committees with co-chairs will also have one vote.

Elected Board members coordinate safety and emergency management neighborhood protocols and procedures with the CVN NET-Representative. The NET-Representative works together with the Board members to coordinate neighborhood safety protocols and procedures. The NET representative is not eligible to vote on board issues. The NET representative is eligible to vote on board member elections when verified member status is current.

Board members are expected to represent and advocate for equity and inclusion in the best interest of the Collins View Neighborhood and are mandated to represent the advocacy of the community and its livability issues, which are paramount.

When institutional representatives attend the Board meetings, their input is encouraged but should be limited to advocating for their clients. They should not have (are not eligible) voting rights in order to keep the interests of the CVN and the institutions ethically separate. Members of the elected board who themselves or their family members have paid or unpaid association with institutions might compromise their advocacy of CVNA positions. Therefore, CVNA elected Board members shall make those associations known to the Board.

All Board members are expected to inform the Board of any conflict-of-interest issues. It is unacceptable to require Board members to have to research or uncover conflicts of interest. The community and the Board members should not be burdened by the need to evaluate the true nature of these conflicts, and the community should not be put in a position of compromised confidence in the Board and its mission of advocacy for the community. It is important to send a clear and steadfast signal to the community that the Board will not compromise on the advocacy of the Collins View community.

Board members accept and screen applicants for CVNA Board positions. When Board applicants are approved to be verified members by a majority vote of the Board, they may be placed on the slate for election to CVNA Board positions. The chair and the Board may add elected Board positions at any time (including the May CVNA general meeting) by a majority vote requiring a quorum.

VOTING ELECTED Board members are limited to casting a single binding vote when voting on CVNA motions, positions, actions and elections. Decisions and position representations are made by a formal voting process of a Board member bringing a motion to the chair regarding the position or action. If the motion receives a second, the motion is added and a majority vote requiring a quorum (See quorum scale) of Board members is obtained. As stated previously **Verified members, the NET Representative and Special Advisors to the Board are not eligible to vote on Board issues.** Verified, registered CVN residents are eligible to cast one vote during the regular May meeting to elect CVNA Board members.

Board membership roles

Elected Board positions provide members with the authority and responsibility to research and collaborate with other neighborhoods and government agencies to obtain information regarding neighborhood activities, positions, proposals and issues: e.g. special events, property purchases, development proposals, building and land usage, zone-change requests, neighborhood infrastructure improvements, health and safety issues, transportation issues, environmental concerns, parks and natural areas management, disaster resiliency planning, and the livability impact to Collins View neighbors, neighborhood and surrounding neighborhoods.

Board members collaborate with agreed-upon communication, operation and best-practice standards, procedures and protocols. Board member communication to and/or with neighbors, SWNI representatives, City Council representatives, government agencies, neighborhood institutions, neighborhood and neighboring businesses, etc., ~~are~~ required to always represent the CVNA majority voted positions regarding the Board's concerns, positions, opinions and actions. When the Collins View Board obtains a majority vote of a quorum of Board members to proceed with an agreed-upon neighborhood position, opinion or action, individual Board members are expected to only vote or voice those positions when representing CVNA, and may not decline, abstain or otherwise refuse to act on behalf of the CVNA regardless of lack of preparation, inaccessibility to issue documentation or difference of opinion. However, for whatever reason if there is an inability to support the Board position then the Board member may ask to be recused and another Board member may be substituted to cast such a vote or voice the Board approved position/s.

The role of an elected CVNA Board committee chair is to initiate and facilitate team communication, actions and solutions in committee-specific areas regarding issues affecting the Collins View Neighborhood. Committee chair roles also include resourcing information for proposed actions and solutions to neighborhood issues and concerns. Committee chairs are required to attend SWNI committee meetings and facilitate notification of city and neighborhood issues to the Collins View Neighborhood Board. Committee chairs are responsible for representing the Collins View Board majority-vote of a quorum of elected Board members when participating in voting actions during SWNI meetings, City Council meetings, government agency communication, neighbor and neighborhood interactions. Committee chair testimonials must reflect the CVNA Board members' majority-vote actions and positions.

When unexpected time-sensitive voting issues arise, CVNA committee chairs are expected to contact CVNA Board members via email, phone or text in an attempt to obtain the CVNA Board majority vote. Often, CVNA issues involve multiple interrelated areas of CVNA involvement. As a result, CVNA committee chairs with designated portfolios (i.e., Transportation, Safety, Land use, Environmental concerns, Parks & Natural area management, Watershed) are not exclusive to those portfolios. Because neighborhood issues are often interrelated, those issues may be more effectively handled by the combined effort of committee chairs working together to address them.

Committee chairs often become aware of interrelated issues in either adjacent or nearby neighborhoods that may affect the Collins View neighborhood either directly or indirectly. As CVNA committee chairs become aware of these issues, they should bring the issues to the attention of the full Board for review, discussion and development of positions. Decisions on the position and actions of the CVNA Board to act on, move to support or collaborate with the other neighborhoods are reached by a majority vote requiring a quorum} of elected CVNA Board members.

The CVNA Board Chair is authorized to propose and/or assign committee chair leadership, ad-hoc co-chairs for committees, assign and develop committees and work groups in order to sufficiently cover integrated or larger issues regarding Collins View and neighboring neighborhoods. The chair is authorized to coordinate subcommittee meetings and actions outside of or in addition to general meetings.

Elected Board Member Position and Committee Roles

Elected Board Members

Elected Board Position members should attend at least six meetings per year of all monthly meetings prior to being elected. Once elected, Board members should attend a minimum of six scheduled Board meetings per year. Board members are expected to represent the CVNA Board as outlined in the CVNA Operations Policy. CVNA Board member representation requires representing the Board majority vote of a quorum voice and action on positions and opinions.

a) **Chair:** The chair acts as a forum facilitator to promote community discussions and action plans promoting livability issues in the Collins View Community. Specifically:

- Prepares schedules and agendas for all meetings;
- Presides and facilitates at all meetings;
- Appoints members to fill vacant ad hoc board positions, open committee assignments and appoint, subcommittees and committee leaders subject to majority approval of the board;
- Designates an alternate board member to serve as chair in his or her absence; and
- Coordinates transitions, operation policy and bylaw amendments.

b) **Secretary:** The secretary acts as a forum facilitator to promote community discussions and action plans promoting livability issues in Collins View Community. Specifically:

- Confirm, coordinate and prepare meeting agendas, committee reports and meeting logistics. (includes electronic platform meeting invitations and platform management);
- Reconcile meeting attendees sign in log sheet; coordinate attendee sign in roster and membership form completion. Submit reconciled roster sheet to SWNI monthly;
- Transmit CVNA Board approved meeting minutes in accordance with CVNA archival protocols to several venues approved by the CVNA Board including, but not limited to: collinsview.org and required district and city coalition offices; OCCL, SWNI
- Reconcile motion tally and land use log sheets to meeting minutes;
- File and ensure CVNA records are defined by Office of Community and Civic Life Standards and are available for inspection as required by the State of Oregon, IRS or OCCLand
- Coordinate Board records archival protocols with CVNA Tech team and in accordance with archival records protocols in the operational policy.

c) **Treasurer:** The treasurer acts as a forum facilitator to promote community discussions and action plans promoting livability issues in Collins View Community. Specifically:

- Receive and disburse CVNA funds in accordance with the CVNA Operations and financial policies
- Open and maintain a bank account on behalf of CVNA and in accordance with operational policy guidelines, if necessary
- Submit written monthly and annual financial reconciliation to the board.
- Submit to the Board disbursement requests. All disbursement requests require obtaining

a majority vote of a quorum of elected Board members.

d) Board Editor: The Board Editor acts as a forum facilitator to promote community discussions and action plans promoting livability issues in Collins View Community. Specifically:

- Review, edit and finalize authorized submitted draft documents,
- Finalize submitted Board authorized documents and return authorized documents to the author for approval from the chair and authorization for actions and distribution.
- Edit Board documents in real time during meetings (Display document electronically to the Board and revise documents with Board approved edits).

e) SWNI Representative: The SWNI Representative acts as a forum facilitator to promote community discussions and action plans promoting livability issues in Collins View Community. Specifically:

- Participates in and promotes neighborhood participation in master planning occurring in CVN and neighboring communities
- Participate in and attend SWNI board meetings
- Advise the CVNA board of ongoing and current SWNI issues, activities and positions.
- Represent CVNA issues as a representative on the SWNI board. The CVNA SWNI Rep is obligated to represent and vote positions as represented by the CVNA elected board majority vote of a quorum. Representation of the CVNA Board is a representation of the Board positions not to be confused or conflicted with a CVNA's board member personal position. If unable to represent the CVNA position the representative is required to recuse him/herself. The chair can assign a substitute representative or participate fully as a delegate to any SWNI, City or committee meeting.

f) Board Committees: Are comprised of elected board members. Committee representatives initiate and facilitate team communication, actions and solutions with and interrelated committee approach to committee-specific areas regarding livability issues affecting the Collins View Neighborhood. Committee Representative position voting and testimonials at SWNI committee meetings and City Forums are required to reflect the CVNA Board members' majority-vote of a quorum actions and positions. Representation of the CVNA Board is a representation of the Board positions not to be confused or conflicted with a CVNA's board member personal position. If a Board member is unable to represent the CVNA position, then the representative is required to recuse him/herself. The chair can assign a substitute representative or participate fully as a delegate to any SWNI, City or committee meeting.

g) Outreach Committee: The Outreach Committee Representative acts as a forum facilitator to promote community discussions and action plans promoting livability issues in the Collins View Community. Specifically:

- Participation in CVNA activities and committees;
- Notification of the membership of meetings, elections, events and other relevant matters of concern;
- Generate Board approved push correspondence by several Board approved venues, including but not limited to: Collins View nextdoor.com, collinsview.org city and neighborhood coalitions;
- Coordination and submission of the Board approved monthly Collins View news article to City & Neighborhood Coalitions;
- Design and facilitate board approved community education programs via various

- platforms, (i.e., presentations, workshops, electronic communications);
- Spotlights community news and special interest stories;
- Works as a community information resource providing information from board approved resources regarding but not limited to health, transportation, special events, education, workshops, Nature, environment, city planning and CVN history;
- Coordinate CVN Board approved content for CollinsView.org website posting.

h) **Land Use:** The Land Use Committee Representative acts as a forum facilitator in the community to promote Land Use objectives of the CVNA. More specifically the Committee Representative meets monthly to share information and discuss such topics as:

- Provide a public forum for the discussion of Land use development within Collins View Neighborhood and nearby neighborhoods.
- Participate and represent Collins View Majority vote of a quorum positions in the SWNI/City Land Use Committee forums;
- Advise the CVNA Board of ongoing and current City and Neighborhood Coalition Land Use issues activities and positions;
- Advise the CVNA board of ongoing State Land Use issue legislation and Zoning issues and changes;
- Submit monthly Land Use Committee summary and action plan requests to the secretary to incorporate into monthly meeting minutes;
- Participate in and attend SWNI Land Use committee meetings;
- Advise the CVNA board of ongoing and current SWNI Land Use issues, activities and positions.

i) **Parks and Community Centers Committee:** The Parks and Community Centers Committee Representative acts as a forum facilitator in the community to promote parks, community centers; public spaces and educational programs of Portland Parks & Recreation (PP&R). More specifically, the Committee Representative meets monthly to share information and discuss such topics as:

- Develops working relationships with PP&R that allow the community a voice in decisions that affect parks and park programs in SW Portland;
- Participates in citywide planning projects like Parks 2020;
- Participates in and promotes neighborhood participation in master planning for individual parks;
- Supports efforts to acquire new park space and build new community centers;
- Monitors school district actions to help preserve school district buildings, playgrounds, and fields;
- Recommends actions and positions, as appropriate, to the SWNI Board;
- Submit Parks and Community Centers Committee summary and action plan requests to the secretary to incorporate into monthly meeting minutes;
- Participate in and attend SWNI Parks and Community Center meetings; and
- Advise the CVNA board of ongoing and current SWNI and City Parks and Community Center issues, activities and positions.

j) **Public Safety:** The Public Safety Committee Representative acts as a forum facilitator in the community to promote public safety and public safety goals of the CVNA. More Specifically the Committee Representative meets monthly to share information and discuss such topics as:

- Criminal activity currently taking place within the neighborhoods;
- New programs that the Portland Police Bureau (PPB) is pursuing or has recently adopted;
- Best practices to avoid catastrophic events from taking place in the home and recommended actions to deal with them should they occur;
- State laws that identify the responsibilities of motorists, cyclists and pedestrians in the City of Portland;
- Education providing awareness and safeguards to avoid becoming a victim of a crime, and recommended actions to take if someone has been victimized;
- Suggested actions to deal with homeless camps, abandoned autos, and graffiti in the neighborhoods;
- What actions to take and behaviors to employ if confronted by an active shooter situation;
- Suggested actions to deal with suspicious individuals within the neighborhood, such as employing the “obnoxious friendliness” technique;
- Education providing recommendations for emergency preparedness and what to do in the event of a natural disaster, such as the pending major subduction quake;
- Public safety programs that are intended to reduce demand on the Portland Police Bureau;
- The importance of having a plan for all family members to adhere to when confronted by a fire in the home;
- Information regarding the resources and support provided by Multnomah Animal Control and the Oregon Department of Agriculture in dealing with animal issues, be they wild or domestic, dead or alive; and
- PPB programs that assist neighborhoods in dealing with neighborhood livability issues.

The Public Safety Committee representative responsibilities include attending the monthly Public Safety Committee meetings and then sharing what was learned with the neighborhood association both at the monthly neighborhood association meeting as well as providing written documentation in the monthly report. Additionally, the Safety Committee supports annual events such as the emergency preparedness fair, the bicycle rodeo, National Night Out and the public safety recognition event.

k) **Transportation:** The Transportation Committee Representative acts as a forum facilitator in the community to promote transportation livability issues objectives of the CVNA. More Specifically the Committee Representative meets monthly to share information and discuss such topics as:

- Provide a public forum for the discussion of transportation services representing the various ridership groups, such as: commuters, students, low-income residents, individuals and seniors with disabilities.
- Convey community views on transportation matters affecting persons who utilize the transit services to the City of Portland Board;
- Education providing recommendations for actions and, communication regarding land use change and growth issues as they pertain to transportation livability issues in CVN;
- Submit Transportation Committee summary and action plan requests to the secretary to incorporate into monthly meeting minutes;
- Participate in and attend SWNI Transportation meetings; and
- Advise the CVNA Board of ongoing and current SWNI and City Transportation issues, activities and positions.

I) Safe Routes to School: The Safe Routes to School Committee Representative acts as a forum facilitator in the community to promote safe routes to school objectives of the CVNA. More Specifically the Committee Representative meets monthly to share information and discuss such topics as:

- Provide a forum for the discussion of safe routes to school issues, challenges and ongoing impact in the CVN community;
- Bring safe routes to school board supported issues to SWNI;
- Submit Safe Routes to Schools summary and action plan request to the secretary to incorporate into monthly meeting minutes; and
- Collaborate with board committee members on Safe Routes to Schools issues
Neighborhood livability issues are often interrelated, and effectively handled by the combined effort of committee chairs working together to addresses issues.

Special Advisors, the NET Representative (Lead) and Appointed Board Members

Once appointed, Special Advisors to the Board and the NET Representative do not have minimum attendance requirements to participate and contribute to the Board. These positions provide an opportunity for verified residents to contribute to the Board. Special Advisors and the NET Representative provide insight and perspectives to the Board and are not eligible to vote on Board issues.

Special Advisors to the Board: The Special Advisors to the Board act as forum facilitators to the Board to promote livability issue objectives of the CVNA. More Specifically the Special Advisors share Information and discuss topics as they pertain to their specialties as in the areas of:

- Research;
- Problem Solving;
- Historical Data;
- Legislation and Rule Governing; and
- Expertise and Experience in their specific fields.

The NET Representative (Lead) acts as a forum facilitator in the community to promote Emergency planning community issues objectives of the CVNA. More Specifically the Committee Representative meets monthly to share information and discuss such topics as:

- Provide a public forum for the discussion of CVN Disaster planning preparation;
- NET team participation and skill development; and
- Report on City planning preparation and preparedness.

Appointed Board members are defined as members representing Collins View Neighborhood institutions (Lewis & Clark College and Riverdale High School) Appointed members are appointed by their institutions and encouraged to participate in CVNA Board meetings sharing input and information regarding their institutions.

- The Lewis & Clark institution shall be represented by one staff / faculty person appointed by the administration of Lewis & Clark College.

- The Lewis & Clark Institution shall be represented by one student representative. This position is elected by the Lewis & Clark student body to represent all the students of Lewis & Clark college and appointed by the Lewis and Clark administration.
- The Riverdale High School Institution shall be represented by one staff / faculty person appointed by the administration of Riverdale High School.

Communication structure

The Board agrees to a primarily electronic communication structure designed to generate a strategic depth of team knowledge and facilitate sustainable, safe and efficient communication within and outside the CVNA Board during both COVID-19 and non-COVID-19 pandemic times.

The established communication structure is considered binding. CVNA Board members are expected to competently communicate and participate in meetings and help determine solutions using electronic platforms, tools and protocols outlined throughout this Operations Policy and agreed upon by majority vote of a quorum of elected board members. The previously accepted methods of paper and in-person communication may not be possible and should be limited due to inefficiency and the extensive risk to the health and safety of the Collins View Board members and the Collins View community. Monthly meetings will be held primarily via electronic platforms that best support the CVNA Board's needs and goals. The Board agrees to the following electronic communication structure:

- **General communication**
Board members agree to communicate with civility and respect with each other and neighbors. Discussions with conflicting opinions should include requesting clarification, specific action and supportive data or information while refraining from unfounded accusations, personal attacks or refusal to follow meeting order protocols
- **CVNA, SWNI newspaper article**
The CVNA article is written and submitted to SWNI by the CVNA Outreach representative after receiving content agreed to by a majority vote of a quorum of the Board. Articles are written to report, inform, educate or share Board approved content information. Board members are asked to provide four topics for consideration to the Outreach representative (one week prior to the monthly meeting dates.)
- **CVNA Board-authorized documents**
CVNA operation documents, e.g., Bylaws, Operation Policy, meeting minutes, Outreach articles for SWNI and City Coalition. Collins View.org website content and formal board correspondence (letters) are required to be submitted by board members as a draft. The draft will then be approved by a majority vote. After draft documents are approved, the authorized documents are sent to the CVNA board editor for review and editing prior to finalization. Board members are responsible for generating the content and purpose of draft documents prior to submission to the board editor. Only final versions of documents should be sent to the editor, and no other changes should be made while it is under final editing. Documents are then returned to the original author, who may work with the editor on final changes. The chair then initiates and executes formal procedures for final document approval, completion, distribution and archiving protocols.

Electronic Communication

Email address board@collinsview.org

Board communication with neighbors, neighborhood associations, neighborhood educational institutions (Lewis & Clark College, Lewis & Clark Law School, Riverdale High School), City of Portland, governmental agencies, Civic Life and SWNI is directed to and received only by authorized board members at board@collinsview.org. (See authorized Board member recipient list below)

In order to maintain confidentiality of the Board communications, appointed institutional representatives and verified members are not included in Board communications. However, they can receive specific communications that the Board approves and may deem pertinent.

This email address is forwarded to each member's designated personal email address as listed on page 11. This structure ensures all Board members are equally informed and notified with timely and efficient access to impending time-sensitive issues, neighbor concerns, City of Portland government and SWNI notifications. Full Board email notification provides the cross-skilled perspective input so often necessary in our team-solution-outcome process. In addition, this structure encourages seamless ability for CVNA Board members to step in and cover responsibilities of other Board members when they are unable to serve.

When Board members receive communication, in any form, from neighbors, neighborhoods, Nextdoor, SWNI or the City of Portland regarding CVNA neighborhood, city, state or county concerns or issues, Board members are responsible for informing the entire Board of the communication and issue by emailing the group with a summary of the issue and copy of the communication addressed to the Board at the email address: board@collinsview.org.

Upon receiving the issue summary, Board members shall review, discuss and vote on how to best proceed with the issue through actions, responses and solutions. All communication representing a position, opinion or action as a CVNA Board — regardless of the issue — requires a majority vote of at least a quorum of Board members present, prior to engaging in communication of any potential positions or actions.

Board members use their personal email addresses when sending communication to the Board, SWNI, CVNA neighbors, neighborhood associations, neighborhood businesses, institutions, City of Portland and State of Oregon government agencies unless authorized by the Board with a majority vote. Using CVNA's Board email address requires approval by a majority of Board members.

Email communication is cc'd to all board members on neighbor issue summaries, neighborhood concerns, updates, action requests, quorum-majority votes and approved actions. Board members agree to provide timely responses to inquiries within one to two business days.

When Board members request incorporating structural changes to their communications, these requests shall be agreed to by majority vote. Communication structural changes that involve Technology administrative actions are communicated to CVNA technology Representative via email with cc to the Board, by the chair after obtaining a majority vote. Once the Technology representative reconciles and approves the communication change, the change is confirmed, tested and reconciled and the technology representative sends an action confirmation email message to the Board. The Chair reconciles technology changes with the operation policy.

AUTHORIZED Email recipients for board@collinsview.org and contact@collinsview.org :

Elise deLisser forwarded to ezdzit1@comcast.net
Bob Fischer is forwarded to drbobis@hotmail.com
Anna Browne forwarded to Anna.Browne@standard.com
John Miller forwarded to john@timehaven.us
Maryellen Read forwarded to maryellenread@gmail.com
Prakash Joshi forwarded to artalive@comcast.net
Brendan McGillicuddy forwarded to brendanmcgillicuddy@comcast.net
Gene Lynard forwarded to glynard@comcast.net
Walter Lamberti forwarded to chrisandwalter@yahoo.com

Email address

To ensure strategic depth with the goal of providing all board members with cross-team notification, minimizing miscommunication. SWNI, city and state notifications are sent to the authorized email recipient Board members at contact@collinsview.org email address.

Email address

This address is a push-out-only email address assigned to the designated Outreach representative (for authorized posting purposes. This is a “no reply” email address.

Email address structure for sending board e-mail correspondence

Board members are required to use their personal email addresses to send out correspondence. **Board members use their personal email addresses when sending communication/correspondence to the CVNA Board, neighbors, SWNI, neighborhoods, neighborhood business and institutions, city and state governmental agencies, unless authorized by the Board with a majority vote of a quorum.**

Email address positions @Collinsview.org

These email addresses are not currently authorized for use. The unused, unauthorized position email list is located on the last page of the Operations Policy. This will be revised during the SWNI Technology transition

Technology Dept to incorporate into email structures

The information contained in this communication and its attachment(s) is intended only for the use of the individual to whom it is addressed and may contain information that is privileged, confidential, or exempt from disclosure. Because communication depends on context, no part of any message (or its attachments) should be shared outside the group without permission from the author of the message.

--

To unsubscribe from this group, send email to board+unsubscribe@collinsview.org

To unsubscribe from this group and stop receiving emails from it, send an email to board+unsubscribe@collinsview.org.

Meetings

CVNA Meetings conduct and procedure: CVNA meetings are conducted with expectation of civility guided by ROBERTS RULES OF ORDER FOR order, democratic fairness and efficiency.

All CVNA meetings can be conducted in person or via other platforms such as electronic formats. The chair shall make the decision to choose the appropriate format. Regardless of the meeting format selection, pertinent rules and protocols listed throughout the operation policy apply to all meetings.

Regular meetings are held on the first Wednesday of every month except for the months of July and August. Board member positions, actions, opinion positions and goals are voted on during these meetings and require the majority vote of a quorum of elected board members to authorize board representation and actions. Elected Board members may bring a motion to the board for consideration. Non-Board members may submit written requests for topic discussions prior to a regular meeting, Requests are reviewed and considered by the board based on order of agenda, issue and time preferences and the relevance to the issues being discussed the election of Board members is voted on annually in May by a general vote of the verified residents and elected Board members (see verified resident members criteria) present. Other related issues and business may be discussed or acted upon during the regular meetings at the discretion of the chair.

Verified residents are required to have signed a CVNA resident membership agreement prior to voting for Board members. CVNA elected Board positions each are held only by a single individual. Voting for Board members positions is limited to no more than two verified persons per household.

Bylaws may be amended at any time during regular, emergency or executive meetings by a majority vote of a quorum of Board members in attendance. The chair may call for the bylaws to be revisited, revised and restructured to reflect the needs of evolving issues of current times (e.g., COVID communication restructuring) when the bylaws do not sufficiently address a unique or newly emerging scenario. Voting may take place anonymously or non-anonymously. The agenda and the minutes shall reflect the meeting business. Meeting dates and time notifications are usually announced in advance in the Southwest Newspaper and Nextdoor.

Emergency Meetings may be called by either the chair or two Board members with a shared mutual interest of an issue or by majority vote of a quorum of Board members to address time-sensitive issues. As much advance notice as possible should be given for an emergency meeting appropriate to the issues and ability to ensure a majority quorum of Board members can attend. Operation Policy guidelines and the bylaws may be amended or revised at any time by a majority vote of a quorum of Board members in attendance. The chair may call for the bylaws to be revised or restructured to reflect the needs of evolving issues of current times (e.g., COVID communication restructuring) when the bylaws do not sufficiently address a unique or newly emerging scenario. Voting may take place anonymously or non-anonymously. The agenda and the minutes shall reflect the nature of the emergency meeting. Other related issues and business may be discussed or acted upon during the emergency meeting at the discretion of the chair.

Executive meetings may be called by either the chair or two Board members with a shared mutual interest of an issue, or by majority vote of a quorum of board members, to address time-sensitive issues. In addition, any Board member can make a motion to move to an executive session meeting during a general or emergency meeting. Executive meetings are closed meetings reserved for elected active Board members. When a majority vote of a quorum of the board approves a motion to move to an executive meeting, all guests, verified members and non-elected Board members are asked to leave the meeting. The agenda and the meeting

minutes shall reflect the nature of the executive meeting. Other related issues and business may be discussed or acted upon during the executive meeting at the discretion of the chair.

Meetings held electronically of the CVNA Board may include electronic meeting platforms and services designated by the chair that support anonymous voting and visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to all rules, policies and bylaws adopted by the Board members to govern them, which may include any reasonable limitations on, and requirements for, Board members' participation. Any rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the board. An anonymous vote conducted through the designated electronic meeting platforms service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

Electronic meeting rules:

1. **Login information.** Before each meeting, the secretary or designated authorized Board member shall email the Board members the time of the meeting, the URL and passwords necessary to connect to the Internet meeting service. The secretary will include, as a backup to the audio connection included in the Internet service, the phone number and access code(s) the members need to participate by telephone.
2. **Login time.** The secretary or designated authorized Board member shall schedule Internet availability to begin at least ten minutes before the start of each meeting.
3. **Signing in and out.** Members and guests shall identify themselves as required to sign into the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present. Members are also required to sign out if they are leaving the meeting while it is still in progress.
4. **Quorum calls.** The presence of a quorum of elected board members, shall be established by confirming an audible or visual roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.
5. **Technical requirements and malfunctions.** Members and guests are responsible for their audio and Internet connections; actions shall not be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation of an already-established connection during the meeting.
6. **Forced disconnections.** The chair may cause or direct the disconnection or muting of a member's or guest's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
7. **Assignment of the floor.** To seek recognition by the chair, a member or guest shall abide by electronic platform instructions provided by the chair, the secretary or designated meeting facilitator. Upon assigning the floor to a member, the chair shall clear or confirm the online queue of members who may be seeking recognition. The meeting facilitator keeps

track of the order of member recognition. The chair shall recognize the members in order of agenda, issue and time preferences based on the relevance to the issues being discussed.

8. **Interrupting a member.** A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the designated meeting feature instructed by the meeting facilitator or chair and shall thereafter wait a reasonable time for the chair's instructions before attempting to audibly interrupt the speaker.
9. **Motions submitted in writing.** Any member or a citizen can propose a motion or amendment to be brought before the CVNA Board by asking any elected Board member to formally present it at a CVNA meeting, prior to the meeting. Non Board members cannot directly bring a motion to the floor nor can they "second" a proposed motion. Members and citizens intending to make a ~~main~~ a motion, to offer an amendment, position, or to propose instructions or actions to the Board members can also ~~shall, before or after being recognized,~~ post the authorized motion request in writing to the online chat area preceded by the member's name. The secretary and/or meeting facilitator then forwards the authorized motion to the chair for authorization and consideration. The online chat area shall be restricted to posting the text of intended and authorized motions.
10. **Display of motions.** The secretary shall designate an online area exclusively for the display of the immediately pending questions or other relevant questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending). To the extent feasible, the secretary or meeting facilitator shall relay relative and authorized questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
11. **Voting.** Elected Board members can cast a single binding vote each when voting on board issues, positions and actions. CVNA decisions are made by a majority vote of a quorum of board members. Verified residents are eligible to cast one vote during the regular May meeting to elect CVNA Board members. Verified members, Special advisors, the NET Representative and Appointed members are not eligible to vote on Board issues. When using an electronic meeting service, votes shall be taken by the anonymous voting feature when the electronic platform does not identify each member's vote. When required, other permissible methods of voting are by either electronic roll call or by audible roll call. The chair shall directly or via the secretary obtain the complete record of the votes cast in motion tally document format. The chair's announcement of the voting's results shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by majority vote of a quorum of Board members' consent. All Board members are expected to inform the Board of conflict-of-interest issues. It is unacceptable to require Board members to have to research or uncover conflict of interest issues. Board motion voting is reconciled on the motion tally log sheet and distributed to the Board.
12. **Video display.** For groups in which the number of participants is too large for all to be displayed simultaneously, the chair, the secretary or the meeting facilitator shall have the chair displayed throughout the meeting, and shall also display the member currently recognized to speak.
13. **Meeting video recordings are saved and distributed to elected Board members.** Elected Board members agree to delete video recordings once Board meeting minutes have

been approved and finalized.

14. **Meeting Minutes.** CVNA's secretary or designee shall take minutes at all meetings. Meeting minutes will include members in attendance, all actions, including motions, proposals, and resolutions, results of all votes taken, and a summary of minority opinions on all topics on which a vote is taken.

Minutes shall be submitted to board members to review and confirm accuracy. Revised Board approved meeting Minutes are submitted to the Board editor to finalize. Final Board approved meeting minutes are made public and available to the community by posting on Collinview.org and swni.org websites.

15. **Collaborative work model.** In order to maintain CVNA's collaborative model, it is important that Board members work within the agreed operation standards and processes. When a Board member does not follow these standards and processes, is ineffective, unable to generate quality work or places team effectiveness and integrity at risk, the Board may elect to remove or rescind the Board member's position at any time regardless of the amount of time remaining on the term by majority vote of a quorum of Board members.

The chair or two elected Board members with a shared mutual interest can bring a motion to remove a Board member with or without cause by calling for a vote. Any outcome that reaches the required majority vote of a quorum of Board members would be binding. Only elected Board members may vote to remove a CVNA Board member from the Board.

16. **Board members' responsibility for board action accountability.** Although CVNA Board members are ~~by~~ elected by the community with an expectation to work as advocates for the community, there is an expectation that all elected Board members work in accordance with the guidelines provided in the CVNA Operations Policy and the bylaws as well as best business practice standards. Execution of Board operational conduct is not as apparent to the public as it is to fellow elected Board members. It is thus the responsibility of Board members to make corrective actions including to but not limited to member removal. Board members via a majority vote reserve the right to remove a Board member with or without cause who was either elected by the general public, elected by the board or appointed by a neighborhood institution or business if it is deemed that the Board member is not performing or meeting guidelines set forth in the Operational Policy and/or bylaws of CVNA.

17. **Reasons for board member removal include but are not limited to:**

- Interference with the collaborative synchronicity of the Board;
- Interference or noncompliance of the execution of agreed-upon Board operating standards, business practices and operating and communication policies;
- Noncompliance or breach of CVNA Operation Polices;
- Interference or noncompliance with communication guidelines;
- Vote of no confidence;
- Conflict of interest;
- Unsatisfactory performance;
- Quality of work;
- Unexpected circumstances;
- Inability to work accurately and efficiently or ineffectively executing Board standards, protocols and procedures;

- Inability or refusal to communicate ethically and respectfully to Board members, neighbors, neighborhood Board members, city representatives, etc.;
- Misrepresentation of a quorum majority-vote of Board members' views, opinions, goals, positions, support, interest (communication, voting or testimonies; and
- Inaction on agreed-upon goals, positions, actions, support, projects, interests, etc.

The procedure for Board member removal is initiated by holding an executive closed meeting of elected Board members called by the chair or two elected Board members. The majority vote of a quorum of Board members is obtained supporting the removal of the Board member. The chair or designated Board member (in the event the Board member of concern is the Board chair) requests the Board member's resignation or executes the board member's position removal regardless if the Board member in question is present or not. Notification of removal is communicated via email to the removed member with a copy to the entire Board. The chair or board-selected team member makes written notification of the member's removal to the CVNA technology representative with a request to immediately remove the dismissed Board member's communication access information (i.e., phone number, email address, etc.). The chair or designated Board member requests the technology representative send the dismissed Board member's contact change confirmation to the CVNA Board email address, board@collinsview.com.

18. **Board member resignation.** The CVNA Technology representative makes changes to remove the resigned member's email address from the Board group email addresses [contact@](mailto:contact@collinsview.org) and [Board@ collinsview.org](mailto:Board@collinsview.org) email addresses.

INACTIVE EMAIL ADDRESSES

These Collins View position email address listings are not being used (as of October 2020) but are listed on SWNI.ORG website

Position email listings:

Member Name Position(s) Contact

- Elise deLisser, Chair
- ~~Riverside St delegate~~
- ~~Terwilliger delegate~~ chair@collinsview.org
- [open] Treasurer treasurer@collinsview.org
- Maryellen Read, Secretary
- Outreach
- ~~2nd Ave delegate~~ secretary@collinsview.org
- outreach@collinsview.org
- Prakash Joshi, Transportation transportation@collinsview.org
- ~~Dave & Dixie Johnson, Land Use~~ board@collinsview.org
- Brendan McGillicuddy, Environment, Parks & Trails
- Watershed
- ~~Kelly Palatine delegate~~ parks@collinsview.org
- Gene Lynard, Public Safety
- ~~Viewpoint delegate~~ publicsafety@collinsview.org

- Anna Browne, Board Editor, ~~Maplecrest Drive & Court delegate~~
- ~~Fran Laird, SWNI Board Rep~~
- Equity and Inclusion
- ~~6th Ave & 6th Ct delegate~~ swni-rep@collinsview.org
- ~~Mark Duntley, Lewis & Clark Rep~~
- John Miller, Special advisor to the CVNA board (communications and Media)RVNA & Off Road Cycling MP
- ~~4th Ave & Boones Ferry delegate~~ nature@collinsview.org
- Bob & Dana Fischer, NET Team Leader (Bob)
- ~~Corbett Collins Street delegate~~
- Walter Lamberti Special advisor to the CVNA Board (Land use)

This document was submitted to the CVNA Board and approved by a majority vote of a quorum of CVNA elected board members Oct. 5, 2020.

GLOSSARY

Term	Description
CVNA	Collins View Neighborhood Association
CVN	Collins View Neighborhood
SWNI	Southwest Neighborhood Inc.
Board members	Refers to the elected Board members from the neighborhood
Appointed members	Refers to guests who attend Board meetings, usually from the residential neighborhood institutions (Lewis & Clark and Riverdale High School). These representatives provide important perspective but hold no voting privileges.
Quorum	A quorum is the minimum number of people who must be present to pass a law, make a judgment, or conduct business.

Elected Board Members are eligible to vote on CVNA board issues and CVNA Board elections.

Verified CVN Members are eligible to vote in CVNA annual Board elections upon meeting verified member requirements (see operations policy)

Verified CVN Members are not eligible to vote on CVNA Board issues

NET Representative is eligible to vote in CVNA annual board elections upon meeting verified CVN member requirements

NET Representative is not eligible to vote on CVNA Board issues

Special Advisors are eligible to vote in CVNA annual Board elections upon meeting verified

CVN member requirements

Special Advisors are not eligible to vote on CVNA Board issues

Appointed Members are not eligible to vote in CVNA annual Board elections unless member(s) is a confirmed verified member and meets verified member requirements (see operations policy).

Appointed Members are not eligible to vote on CVNA Board issues.

CVNA Board Member Positions consist of verified CVN Elected Board members, Special Advisors to the Board, CVN Net Representative, and Appointed Board members.

Verified CVN Members meet requirements to be eligible to vote for election of CVNA Board Members. Qualification requirements include; Proof of continuous residency, attending a minimum of three consecutive and a total of six CVNA meetings per year, familiar with CVNA issues, its Board members and their advocacy for the community (See full qualification requirements in the CVNA Operations Policy) Verified members are not authorized recipients of CVNA Board correspondence and are not recipients of email communication sent to board@collinsview.org . Verified members are not eligible to vote on or regarding Board issues and positions.

Elected Board members are verified Collins View Neighbor members elected by verified members of the Collins View neighborhood community. Board Member elections are held annually in May. Elected Board Member Positions are held for the duration of an annual time period. Elected Board members are eligible to vote on CVNA Board issues and CVNA Board elections. Elected Board members are expected to /should/attend six monthly meetings annually. Elected Board Members are included and authorized recipients of CVNA Board member correspondence and electronic communication. Elected Board are recipients of email communication to Board@collinsview.org.

Special Advisors to the Board are verified Collins View Neighbor members elected by CVNA elected Board members. Special advisors are Board members whose voices and perspectives offer guidance support and advice to the CVNA Board regarding community and CVN events, issues, and solution options on an ongoing basis. Special Advisors to the Board are included and authorized recipients of CVNA Board member correspondence and electronic communication. Special Advisors to the Board are recipients of email communication to Board@collinsview.org. Special Advisors are not eligible to vote on or regarding Board issues and positions.

The Net Representative is a verified Collins View Neighbor who is elected by the CVNA elected Board members. The NET Representative coordinates NET volunteers and CVN neighbors in emergency management programs and activities. The NET representative' voice and perspective offer insight to CVN community events, issues and solutions. The NET representative is included and an authorized recipient of CVNA Board member correspondence and electronic communication. The NET Representative is a recipient of email communication to Board@collinsview.org. The NET Representative is not eligible to vote on or regarding Board issues and positions.

Appointed Board members are defined as members (GUESTS?) representing Collins View Neighborhood institutions (Lewis & Clark College and Riverdale High School). Appointed members are appointed by their institutions and encouraged to participate in CVNA board meetings sharing input and information regarding their institutions. Appointed board members are not authorized recipients of CVNA Board correspondence and are not recipients of email communication sent to board@collinsview.org . Appointed Board members do not have Board voting privileges on CVNA elected board issues and positions or CVNA Board elections.

- The Lewis & Clark institution shall be represented by one staff / faculty person appointed by the administration of Lewis & Clark College.

- The Lewis & Clark Institution shall be represented by one student representative. This position is elected by the Lewis & Clark's student body to represent all the students of Lewis & Clark college and appointed by the Lewis and Clark administration
- The Riverdale High School Institution shall be represented by one staff/ faculty person appointed by the administration of Riverdale High School.

This Operations Policy of the CVNA was amended and ratified on 05/05/2021 By the CVNA Board.