

Bylaws of the Collins View Neighborhood Association (CVNA)

Article I Purpose

CVNA Bylaws are designed to establish the CVNA operation structure, procedures and processes. This legally binding document serves as an operating manual in conjunction with the CVNA Operations Policy and is developed by CVNA's board members.

- Section 1 **Purposes of CVNA:** Collins View Neighborhood Association is an organization whose purpose is advocacy for all issues that maintain and enhance the livability of Collins View neighbors and to represent the Collins View neighborhood in all forums to voice its concerns and needs. Specifically:
- a. Enhance neighborhood livability by providing an open process that enables all members of the neighborhood to become involved in the livability issues and affairs affecting the neighborhood.
 - b. Establish and maintain open lines of communication with other neighborhood organizations and associations, businesses and boards such as SWNI (SW Neighborhoods, Inc.).
 - c. Coordinate with various city and regional government agencies.
 - d. Maintain organization under ORS Chapter 65.

Section 2 **General Membership:** Membership in CVNA shall be open to any permanent resident, store-front business owners, commercial merchants and nonprofit organizations (e.g., a church or educational institutions) located within the boundaries of CVNA as defined in Article VIII of these bylaws. Refer to the CVNA Operations Policy Glossary for definition of permanent resident.

Section 3 **Board Membership and Voting:** Refer to the CVNA Operations Policy for Membership and Voting guidelines and protocols.

Section 4 **Non-discrimination:** CVNA does not discriminate against individuals or groups on the basis of race, ethnicity, religion, color, sexual orientation, gender, gender identity, marital status, age, disability, legal citizenship, income or political affiliation, in any of its policies, recommendations or actions.

Article II Funding

Section 1 **Dues:** CVNA shall not charge dues or assess membership fees. However, the organization may accept voluntary contributions and conduct fundraising activities for uses that further the neighborhood association's purposes.

Article III Meetings

Refer to the CVNA Operations Policy for meeting guidelines and protocols.

Section 1 **Regular Meetings:** Meetings shall be open to the public and held on the first Wednesday of every month except July and August. Board members are elected during the annual meeting in May by a general vote of the verified members present. Board positions on issues and actions are determined by majority vote of the elected board members. Refer to the Operations Policy.

Section 2 **Emergency Meetings:** Either the chair or board members by majority vote may call an emergency meeting of the neighborhood association for time-sensitive issues. The agenda and minutes of the meeting must reflect the nature of the special meeting. Other related business may be discussed or acted on at an emergency meeting at the discretion of the chair. Refer to Meetings in the Operations Policy.

Section 3 **Notification of Emergency Meeting** shall be by phone call, text or email at the earliest calendar availability when a quorum of board members can meet. Refer to Meetings in the Operations Policy.

Section 4 **Special Board / Committee Meetings:** The CVNA chair or a committee chair or two board members with a shared mutual interest of an issue may call a special board or committee meeting. Notification of all scheduled board and committee meetings shall be communicated by phone call, text or email. Refer to Meetings in the Operations Policy.

Section 5 **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 during a general or emergency meeting. Executive meetings are closed meetings reserved for active elected board members. Refer to Executive Meeting in the Operations Policy.

Section 6 **Agenda:** The chair shall prepare the agenda for monthly, emergency and executive meetings. Any person requesting an addition to the agenda may submit a request in writing to an elected board member for consideration to the chair in advance of the meeting. Refer to Meetings in the Operations Policy.

- Section 7 **Procedures:** CVNA shall follow the Operations Policy and General *Robert's Rules of Order*.
- Section 8 **Open Meetings / Public Records Law:** CVNA will hold regular meetings that are open to all neighbors and business owners within Collins View. Refer to Meetings in the Operations Policy.
- Section 9 **Minutes of the Meetings:** CVNA's secretary or designee takes minutes at all meetings, which are then submitted to board members to review for accuracy. Revised meeting minutes are then submitted to the editor to finalize. Final minutes are approved at the next meeting and made available to the community by posting on collinsviewna.org.

Article IV Board of Directors:

The Collins View's 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). Refer to Board of Directors in the Operations Policy.

- Section 1 Composition of the board members and their roles — See Operation Policy, Board of Directors
- a) Chair — See Operations Policy, Board of Directors, Chair
 - b) Secretary — See Operations Policy, Board of Directors, Secretary
 - c) Treasurer — See Operations Policy, Board of Directors, Treasurer
 - d) Board Editor — See Operations Policy, Board of Directors, Board Editor
 - e) SWNI Representative — See Operations Policy, Board of Directors, SWNI Representative
 - f) NET Representative — Refer to the Operations Policy, Board of Directors, NET Representative
 - g) Special Advisors to the Board — See Operations Policy, Board of Directors, Special Advisors to the board
 - h) Appointed Members — See Operations Policy, Board of Directors, Appointed Members to the board

Committee Representatives:

- **Outreach Committee Representative** — Refer to the Operations Policy, Board of Directors, Outreach Committee Representative
- **Land Use Committee Representative** — Refer to the Operations Policy, Board of Directors, Land Use Committee Representative

- **Parks and Community Centers Committee Representative** — Refer to the Operations Policy, Board of Directors, Parks and Community Center Committee Representative
- **Public Safety Committee Representative** — Refer to the Operations Policy, Board of Directors, Public Safety Committee Representative
- **Transportation Committee Representative** — Refer to the Operations Policy, Board of Directors, Transportation Committee Representative

Article V Elections of Board Members
Refer to the Operation Policy, Board Elections.

Article VI Conflict of Interest
Refer to Operations Policy, Conflict of Interest.

Article VII Amendments of Bylaws

Section 1 CVNA Bylaws may be amended at any time. Bylaw amendments and revisions are proposed to the board and approved with a majority vote of a quorum.

Boundaries of CVNA:

Article VIII Map and related boundaries of Colins View Neighborhood are available at collinsviewna.org.