

BYLAWS
LANSING COMMUNITY ACTION ASSOCIATION

ARTICLE I NAME

The name of this organization shall be the Lansing Community Action Association, hereafter referred to as the LCAA.

ARTICLE II AREA

The LCAA will encompass that property in Salem, Oregon, which is bounded to the east by I-5, Market Street on the south, by the backlot boundaries on the west side of Evergreen Avenue, and Silverton Road to the north.

ARTICLE III PURPOSE

The LCAA will be advisory to the Salem Planning Commission and the Salem City Council on matters affecting the growth, well-being, development and safety of our neighborhood. Such advisory communication may involve 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 livability, safety, social and economical aspects of the above-described neighborhood.

ARTICLE IV MEMBERSHIP

The general membership shall be open to residents, property owners, businesses and persons engaged in business in this neighborhood.

ARTICLE V MEETINGS

Section 1. A general meeting shall be held at least once a year for the purpose of electing officers and other business.

Section 2. Meetings of the Executive Board shall generally be held once each month; other members of the general membership are encouraged to attend and participate actively in the discussion.

Section 3. All meetings shall be conducted according to Roberts Rules of Order.

Section 4. A quorum shall consist of the members present at any scheduled meeting.

ARTICLE VI VOTING

Section 1. Each board member present at any meeting shall be entitled to one vote. Each general member present at any general meeting shall be entitled to one vote.

Section 2. Passage of any motion, other than those in Article XI, hereafter, shall require a simple majority of the quorum.

ARTICLE VII OFFICERS

Section 1. The officers shall consist of a Chairperson, Vice Chairperson, Secretary/Treasurer.

Section 2. The officers shall be elected by the general membership present at the scheduled annual meeting for that purpose.

ARTICLE VIII DUTIES OF THE OFFICERS

Section 1. Chairperson: The Chairperson shall have general supervisory and directional function over of the activities of the Executive Board. He/She shall preside at all meetings of the Board and the general membership and shall be an ex-officio member of all committees. He/She shall represent this organization at meetings of the City Council and Planning Commission.

Section 2. Vice Chairperson: In the absence of the Chairperson, the Vice Chairperson shall execute all the powers of the Chairperson.

Section 3. Secretary/Treasurer: The Secretary/Treasurer shall record the minutes of all general and Executive Board meetings and provide the Executive Board and the office of Community Development of the City of Salem with copies of said minutes. The Secretary/Treasurer also shall maintain the financial records of LCAA and produce these for audit as directed by the Chairperson.

ARTICLE IX. THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers and chairpersons of various committees, and other representatives of geographical areas of LCAA, as appointed by the LCAA chairperson.

- Section 2. The Executive Board shall do such business and take such action as may be necessary to accomplish the purpose of the Association.
- Section 3. Should a vacancy occur among those designated elected officers, such vacancy may be filled by nomination and election by the Executive Board, and shall function until the next election of officers as scheduled in compliance with Article V, Section 1, above.
- Section 4. Special meetings of the Executive Board, may be called by the Chairperson for any purpose or purposes which may not reasonably be postponed until the next scheduled meeting of the Board. Notice of the time, place and purpose of any such meeting shall be given to each Board member three (3) days prior to such meeting.
- Section 5. Recognizing that participation in meetings by members of the general membership of LCAA is voluntary and may be sporadic, it is nevertheless most desirable that such general members be encouraged to attend and participate, reflecting the views of residents of LCAA in different geographic areas of this organization.

ARTICLE X COMMITTEES

- Section 1. The Chairperson of LCAA shall appoint the chairperson of any permanent or temporary committee.
- Section 2. Each committee chairperson shall be responsible for submitting a written copy of the minutes of the committee meeting to the Executive Board Secretary/Treasurer and to the office of Community Development of the City of Salem.

ARTICLE XI AMENDMENTS

- Section 1. Written notice of any proposed Bylaw changes, additions, or deletions shall be forwarded to all general members at least fourteen (14) days prior to the meeting when action will be taken.
- Section 2. Any additions, deletions, or changes to these Bylaws shall require an affirmative vote of two-thirds of those members present.

Amended: April 1993