

**BYLAWS**  
**WEST SALEM NEIGHBORHOOD ASSOCIATION**  
**October 2004**

**ARTICLE I: NAME**

The name of this organization shall be the West Salem Neighborhood Association.

**ARTICLE II: AREA**

- Section 1. The West Salem Neighborhood Association shall encompass that portion of Salem, west of the Willamette River, within the Urban Growth Boundary as designated by the Salem City Council.
- Section 2. The West Salem Neighborhood Association shall share Minto-Brown Island Park as an area of common concern with the Central Area Neighborhood Development Organization, Croisan Neighborhood Association, South Central Association of Neighbors, and South Salem Neighborhood Association. The area encompassing Minto-Brown Island Park shall be defined as the current boundaries established by the Regional Park and Recreation Agency.

**ARTICLE III: PURPOSE**

The West Salem Neighborhood Association shall be advisory to all political subdivisions on matters affecting the growth and development of our neighborhoods. The organization will develop 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, social and economic aspects of the West Salem neighborhood.

**ARTICLE IV: MEMBERSHIP**

- Section 1. The general membership shall be open to residents, property owners, or persons engaged in business in this community who are interested in contributing their time and effort to the objectives of this organization.
- Section 2. There shall be no voting by proxy. Each member in good standing shall be entitled to one vote. A member in good standing is defined as one who meets the criteria defines in Section 1 and is in attendance and has signed in on the meeting roster.

**ARTICLE V: MEETINGS**

- Section 1. The West Salem Neighborhood Association shall hold a General Membership town hall meeting the first and third Monday of each month at a location established by the Executive Committee. The General Membership has the authority to make decisions on behalf of the neighborhood association for topics on the published agenda. In cases where it becomes necessary to make a decision on an issue not published on the agenda, and the decision must be made before the next scheduled General Membership meeting, any statement of that decision should be accompanied with a disclaimer that reads, "The West Salem Neighborhood Association vote on this decision was made only by those in attendance on [meeting date] without prior public agenda notification."

- Section 2. Special meetings of the General Membership for any purpose may be called by the elected officers. Notice of the time and place of any special meeting shall be posted in prominent places in the neighborhood at least three days prior to such meeting. Notice shall state the purpose of the meeting.
- Section 3. In times of emergency, as decided by the Chair, a meeting may be called of the Executive Committee. Decisions may be made and a vote taken at that meeting. The decision of the Executive Committee will be brought before the General Membership at its next town hall meeting.
- Section 4. An Annual Meeting shall be held in the fall of each year for the purpose of electing officers. Notice of the Annual General Membership Meeting will be sent to all residents, businesses and property owners at least seven (7) days prior to the Annual General Membership Meeting.

## **ARTICLE VI: OFFICERS**

- Section 1. The general membership shall elect a Chair, Vice-Chair, and Secretary/Treasurer to perform administrative tasks as necessary.
- Section 2. Officers shall be elected for a one-year term by a majority of those in attendance at the Annual General Membership Meeting.
- Section 3. Whenever a vacancy of elected officers occurs, such vacancy shall be filled by a majority vote at the next General town hall Meeting.
- Section 4. Officers Duties
- a. *Chair:* The Chair shall have general supervisory and directional powers of the activities of the Executive Committee and the Association. The President shall preside at all meetings of the Board and general membership and shall be an ex-officio member of all committees.
  - b. *Vice Chair:* In the absence of the Chair, the Vice Chair shall execute the powers of the Chair.
  - c. *Secretary/Treasurer:* The Secretary/Treasurer shall record the minutes of General Membership and Executive Committee meetings and file a copy with the office of Community Development. The Secretary/Treasurer shall be the custodian of all records and monies of the association and shall keep accurate records of all receipts, expenditures, and financial transactions of the association.

## **ARTICLE VII: EXECUTIVE COMMITTEE**

- Section 1. The Executive Committee shall consist of the Chair, Vice-Chair, Secretary/Treasurer, at least one representative from each of four geographic areas of West Salem, at-large representation as available, and the committee chairs of the neighborhood association.
- Section 2. The four geographic areas of West Salem for executive committee representation shall be as follows:
- Central - The area of West Salem comprising Census Tract 51, commonly referred to as the Edgewater or Walker Neighborhood.
- South - The area south of Orchard Heights Road and east of Doaks Ferry Road NW, but excluding the Edgewater/Walker area.
- North - The area north of Orchard Heights Road and east of Doaks Ferry Road NW.
- West - The area west of Doaks Ferry Road.
- Section 3. The officers shall be elected by the general membership at the annual meeting. Area and at-large representatives and committee chairs will be appointed by the Chair. All Executive Committee members will serve a one-year term of office.
- Section 4. The Executive Committee shall meet if needed to review issues of concern to the neighborhood, develop recommendations to be made before the general membership, plan agendas for the general membership meetings, and conduct other business subject to the ratification of the general membership of the neighborhood association.

## **ARTICLE VIII: COMMITTEES**

- Section 1. In order to carry out work of the West Salem Neighborhood Association, committees may be appointed by the Chair.
- Section 2. Each committee shall make reports as necessary to the Chair and general membership.

## **ARTICLE IX: AMENDMENTS**

- Section 1. These bylaws may be amended by a majority vote of the members attending a General Annual Membership Meeting after presentation in writing and approval of the bylaws change at two successive meetings.