

**BYLAWS**  
**LANSING NEIGHBORHOOD ASSOCIATION**  
**April 2013**

ARTICLE I    NAME

The name of this organization shall be the Lansing Neighborhood Association, hereafter referred to as the LNA.

ARTICLE II    AREA

The LNA 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 LNA 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 LNA 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 LNA, as appointed by the LNA 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 LNA 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 LNA in different geographic areas of this organization.

#### ARTICLE X COMMITTEES

- Section 1. The Chairperson of LNA 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 TRUST AND AGENCY ACCOUNT

This Bylaw concerns Lansing Neighborhood Association's use and management of funds provided through the City of Salem's Trust and Agency Account.

- Section 1: The Neighborhood Association ("Association") has access to a Trust and Agency Account ("Account") provided and maintained by the City of Salem where donations made to the benefit of the Association may be deposited. The use of these funds is outlined in the Grant Agreement which was approved and executed by the Association's Board of Directors. The Agreement is attached hereto, and by this reference incorporated herein.

- Section 2:
- a. No later than August 1<sup>st</sup> of each year, the Association shall provide to the City of Salem a roster of the current Board Members, including their contact information, and minutes from the Association meeting where the election of the Board Members occurred.
  - b. To request funds from the Account, the Association must submit a written request to the City, specifying the use of the funds and how the proposed use complies with the Agreement and the Salem Revised Code as applicable to Neighborhood Associations.
  - c. The written request must be approved by a resolution of the Board, and signed by an authorized representative of the Association. The Board may designate the authorized representative in the resolution, or otherwise provided in these bylaws. Proof of the authorized representative's authority to sign the request must be provided to the City at the same time the request is submitted.
  - d. All receipts must be provided to the City of Salem to account for the expenditure at the time of request or within 30 days after the check is processed. Checks issued by the City of Salem will be made payable to the designee listed on the written request.

## ARTICLE XII AMENDMENTS

- Section 1. Any additions, deletions, or changes to these Bylaws shall require an affirmative vote of two-thirds of those members present.

Amended: April 2013