

ANA By-Laws

Amended September 22, 2008 and June 27, 2011

ARTICLE 1 – Name

The name of the organization shall be the Alameda Neighborhood Association (ANA).

ARTICLE 2 –Purpose

This corporation is a public benefit corporation. Consistent with its purposes set forth in ARTICLE IV of its Articles of Incorporation, the purpose of ANA shall be to provide a forum for the discussion of community, environmental, demographic and economic issues of concern, to formulate policies which represent the views of the residents of the area regarding such issues, and to promote such policies by appropriate action. When procedures are not covered by these Bylaws, *Robert's Rules of Order, Revised* shall govern proceedings.

ARTICLE 3—Membership

Membership is open to all persons who live, work, own property or a business in the defined area, without regard to race, religion, color, sex, gender identity, sexual orientation, marital status, age, disability, national origin, income or political affiliation. Members will not pay dues or fees. “Member” means general member unless specified as Board member.

ARTICLE 4—Annual Meeting and Election of Directors

A meeting of Members shall be held annually. Special Member meetings may be also called by the ANA Chairperson or at the request of any two officers. The Annual general meeting shall be open to the public, and from the nominees presented the Members present shall elect the Board of Directors who shall assume office at the end of the Annual meeting for one year. Board vacancies for an unexpired term shall be filled as soon as possible by election at the next regular or special Board meeting. Any Member may be nominated as a Director by submitting name and contact information to the ANA Secretary at least 10 days before the Annual Meeting. Nominees will be listed on the ANA website 7 days before the election.

ARTICLE 5—Board of Directors

The Board shall have seven elected Directors and shall meet at least four times a year. The meetings shall be open to the public, and all Members have the right to participate at any meeting, but only Directors shall vote. A majority of the number of filled Directors positions shall constitute a quorum for all meetings of the Board. All votes by the Board will require a simple majority of the Directors in attendance, provided the quorum has been met. A Director who misses two consecutive regular meetings of the Board will be notified; on a third consecutive absence the seat will be vacant. A Director who misses four meetings in a Board year will be notified; on a fifth absence, the seat will be vacant.

ARTICLE 6—Officers

Officers of the ANA Board shall be the Chairperson, Vice-chairperson, Secretary, and Treasurer. Any member of the ANA Board of Directors shall be eligible to become an officer. Terms for officers shall be one year. The Board of Directors shall elect officers at the first Board meeting following the Annual general meeting and they shall serve until their successors are elected.

(a) The **Chairperson** shall prepare the agenda for and preside at all meetings of the Board and membership, act as the key person for the neighborhood, review documents presented in the interest of the ANA, provide opportunity for discussions, present and clarify projects and problems, and assure that committees function as directed by the Board. Anyone may propose to the Chairperson an item for the agenda, or may propose the item at the meeting, which may be added by a majority vote of those present if there is a quorum.

(b) The **Vice-Chairperson** shall be the program chairperson, and in the absence or incapacity of the Chairperson, shall exercise the duties and powers of the Chairperson.

(c) The **Secretary** shall be responsible for all correspondence, shall keep, or have kept under his or her direction, an accurate record of the activities of the ANA, in accordance with Public Records/Public Meetings Law (ORS 192), including the agendas and complete minutes of all meetings, which shall be preserved and available for inspection by any ANA member on reasonable request, and shall provide a copy of the agendas and minutes of the Board meetings to the Northeast Coalition of Neighborhoods.

(d) The **Treasurer** shall be responsible for all funds, keeping records in accordance with generally accepted accounting practices, shall receive, keep safe and disburse ANA funds as approved by the Board, shall maintain appropriate bank accounts, and shall give an accounting at each Board meeting.

ARTICLE 7—Committees

The Board shall have the power to establish committees, appoint committee chairs and members, and establish duties. The Chairperson shall supervise and be an ex-officio member of all committees.

ANA Committees may be established by majority vote of the Board or by the Chairperson. Committee chairpersons shall be appointed by the Board chairperson or a majority vote of the Board for a term of one year, subject to reappointment or removal. Committee chairpersons shall consult with the Board chairperson on all activities of their respective committees. Members of committees including chair-persons shall be eligible to be elected to the Board of Directors.

ARTICLE 8—Grievance Procedure

Any ANA Member adversely affected by a decision of the ANA shall submit a written complaint to an officer within a reasonable time, and the officer shall present the complaint to the Board chairperson for review by the Board at a regular or special meeting. The Board chairperson or the Secretary shall notify the complainant in writing at least seven days, and by phone at least

five days before this meeting, so that they may attend. The Board shall attempt to resolve the complaint and advise the complainant of their determination in a timely manner.

ARTICLE 9—Amendments

These Bylaws may be amended by a two-thirds (2/3) vote of the Directors at any meeting of the ANA provided there is a quorum. Proposed changes shall be advertised on the ANA website, www.AlamedaPDX.net prior to the meeting. A copy of amended approved Bylaws shall be provided to NECN and ONI.

ARTICLE 10—Defined area

The boundaries are on the center lines of streets from a starting point at the intersection of NE 23rd and NE Prescott. Follow east on NE Prescott. South on NE 33rd. East/southeasterly on NE Siskiyou. East on NE Morris. South on NE 37th. West on NE Stanton. South on NE 33rd. West on NE Knott. North on NE 21st. East on NE Shaver. North on NE 23rd back to the starting point.

Boundaries of the ANA are also indicated on the map on page 6.

ALAMEDA NEIGHBORHOOD ASSOCIATION MAP

www.portlandonline.com/oni/index.cfm?c=35281&a=58345

City of Portland, Office of Neighborhood Involvement and Bureau of Planning

Originally digitized by the Oregon Dept. of Transportation, updated by Bureau of Planning for Office of Neighborhood Involvement, June 2000.