



NORTHGATE NEIGHBORHOOD ASSOCIATION BYLAWS 2022

ARTICLE I NAME

The name of this organization shall be the Northgate Neighborhood Association.

ARTICLE II AREA

The Northgate Neighborhood Association shall encompass the area bound by Silverton Road east to Cordon; north and west along Hazel Green to the Salem Parkway; Parkway south to Cherry Avenue, south on Cherry Avenue to Johnson Street, Johnson Street to Silverton Road, until such time as there are enough city property owners, businesses and residents east of I-5 who petition to form their own neighborhood association.

ARTICLE III PURPOSE

The Northgate Neighborhood Association will advise the Salem City Council, Marion County Commission, Planning Commission and Northgate Renewal Advisory Board on matters affecting the growth and development of our neighborhood plans and proposals with respect to land use, zoning, parks, open spaces, recreation, schools, community facilities, transportation, traffic, and factors that affect and impact the livability and the social and economic concerns of our above-described neighborhood. (Boundaries as described in Article II.)

ARTICLE IV GENERAL BOARD MEMBERSHIP

Section 1. The General Board Membership shall include people who work in Northgate, residents, property owners, and business owners as defined in Article II and without regard to any bias or exclusion including but not limited to religion, ethnicity, race, color, sex, or disabilities. Only persons living within our district as described in Article II may be on the board. Any member of the community can come to attend the meetings as they are open meetings, and we welcome all members of the community to come and participate.

Section 2. The entire Board Membership including Executive Board Membership shall be not less than three (3) members and not more than fifteen (15 members). Executive Board must have at least 3 positions Chair, Secretary and Land Use. Northgate strives for community participation with a full board: Chair, Vice-Chair, Secretary, Treasurer, Land Use Chair, Community Public Relations Chair. The Balance of the board members will be General Board Membership.

Section 3. The duties of the board members shall be to attend our Northgate Neighborhood Association monthly meeting held on the third Thursday of each month. Business meetings will be held by the board when deemed necessary by the Chair.

ARTICLE V - VOTING FOR EXECUTIVE BOARD POSITIONS:

Section 1. System of Elections -The Executive Board positions are these: Chair, Vice Chair, Secretary, Treasurer, and Public Relations Chair, Land Use Chair. The Board may create additional positions as needed.

Section 2. The Chair can delegate its position to any Board Member who is not running for a position or who does not wish to vote. This allows the Chair to vote.

Section 3. The positions of the Executive Board: Chair, Vice Chair, Secretary, Treasurer, and Public Relations Chair and Land Use Chair are open to General Board members.

Section 4. When a position becomes vacant on the Executive Board the position may be filled by the General Board and voted in by Executive Board for the interim position until the Annual Election.

Section 5. Candidates for board membership must be voted in by the Executive Board and General Board Members.

Section 6. Board members may nominate themselves or others for a position on the Executive Board during the Annual Meeting which is in September of each year on the third Thursday of the month. The new roster with all the board member names and pertinent information will be sent by the 30th of the month to the City of Salem Neighborhood Association Coordinator by the newly elected Secretary.

Section 7. Elections are held at the annual meeting. Executive Board and General Board Members do not have to be voted in annually. Once a general board member is in the general board membership, said board member is a general board member until such a time when said member wishes to resign, and emails that communication to the secretary. However, if said member has not attended two meetings consecutively within one-year with no excuses before any meeting, and upon one month after issuance of a warning letter by the secretary with still no communication by the board member, said board member will automatically be disqualified and will no longer be able to hold the position and serve as NGNA's general board member for one year.

Section 8. Those Executive Board and General Board members attending the Annual Meeting will be given nomination slips and ballots.

Section 9. The quorum is a simple majority. In the event of a tie, the Chair can vote to break the tie. There will be no voting by proxy.

Section 10. Voting during the year by the board may require, at the discretion of the Chair, a situation requiring the use of Zoom or other electronic voting.

Section 11. Excessive Absences: Board Members must notify the Chair or Secretary prior to an upcoming meeting. Two consecutive unexcused absences require the Executive Board to send the member a warning email and followed with a written postal letter that they must attend the next Board meeting, or they will lose their position on the Board. This person will

be ineligible for Board membership for one year. The Executive Board may consider individual situations.

ARTICLE VI - DUTIES OF THE EXECUTIVE BOARD

Section 1. Update the community at the annual meeting on the projects they have worked on during the year, progress in the community, and issues of concern.

Section 2. Executive Board meetings lead by the Chair. All meetings will follow Roberts Rules of Order.

Section 3. Decision by the Executive Board may be endorsed, modified, or nullified at the next Board Meeting by simple majority vote of all members present.

Section 5. Officers can be removed by a simple majority vote when the Board deems this action to be in the best interest of the Association. The person removed will not be allowed on the Board for one year. The vacant position can be filled at the next meeting by Board.

ARTICLE VII - DUTIES OF THE MEMBERS OF EXECUTIVE BOARD

Section 1. DUTIES OF CHAIRPERSON

The Chairperson shall direct and supervise the activities of the Executive Board. He/she shall preside at the meetings of the Board and the general membership meetings.

He/she shall be advisory to all committees and shall be responsible for coordinating the actions of those committees. He/she shall cast a vote only in case of a tie.

Should the Chair receive a request for comments on Land Use or other important issues that demands an immediate response, the Chair will immediately forward that request to Executive Board Members. The Executive Board Members will use good faith efforts to respond to the request for comments within the time specified by the Chair depending on the issue at hand giving reasonable time for the board to review the issue before a vote.

Section 2. DUTIES OF VICE CHAIRPERSON

Vice Chairperson shall perform the duties of the Chairperson in his/her absence. The Vice Chairperson shall also assist the Chairperson in coordinating the work of the committees, or special duties as requested by the Chairperson. The Vice Chair will perform Sergeant of Arms duties keeping order in the meeting. Responsible for Roberts Rules of Order followed by those present. Passing out any information to attendees, greeting and introducing new attendees to welcome them.

Vice-Chair can introduce speaker to the meeting. The Vice Chair prepares the room for the meeting making sure the chairs are set out and put away at the end of the meeting. The Vice Chair helps with the setup of refreshments. The Vice-Chair may also be given special duties from the Chair.

He/she can vote on any matter except when acting as the Chairperson, and then he/she only vote in case of a tie.

Section 3. DUTIES OF SECRETARY

The Secretary shall maintain records of the Association and be responsible for the Board

Membership files, meeting minutes, agendas, letters, and other paperwork and business cards of speakers. The Secretary shall maintain records, letters, documents and any correspondence pertinent to the board.

The Secretary shall retain copies of minutes and agendas of meetings and file one with the Department of Community Services of Salem. These records are available to the public from the City Community Services Bureau or the Secretary of Northgate Neighborhood Association upon request.

In the absence of Chair and Vice Chair the Secretary will perform the duties of the Chairperson.

Section 4. DUTIES OF TREASURER

The Treasurer of the Northgate Neighborhood Association shall maintain the financial records of the Association. The Treasurer will give reports to the Board at the meetings when requested. The Treasurer will perform the duties of the Chair, Vice Chair or Secretary is absent.

Section 5. DUTIES OF PUBLIC RELATIONS CHAIR:

The Public Relations position is responsible for communications with media, government, and other groups to expand our Northgate Association with the community at large and help the association in growing.

Section 6. DUTIES OF LAND USE CHAIR:

Land Use Chair interfaces with City, Developers and those involved in the projects that affect our Northgate area. The Land Use Chair creates reports which the Board could be required to vote on.

The Land Use Chair reports back to the City on behalf of Northgate Board. The Land Use Chair may inform the Board when they should attend a City Council meeting involving a Land Use development in our area.

ARTICLE VIII TRUST AND AGENCY ACCOUNT - (This grandfathered in)

This set of bylaw concerns Northgate Neighborhood Associations use, and management of funds provided through the City of Salem's Trust and Agency Account.

Section 1. The Neighborhood Association has access to a Trust and Agency 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 September 30th of each year, the Association shall provide to the City of Salem a roster of 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 of Salem Community Services specifying the use of the funds and how the proposed

use complies with the Agreement and the Salem Revised Code as applicable to Neighborhood Association.

C. The written request must be approved by a resolution of the Board and signed by Treasurer or Secretary and forward to the City at the same time the request is submitted. The authorized signature representative of our Northgate Neighborhood Association is Treasury or Secretary.

D. All receipts must be presented to the City of Salem to account for the expenditure at the time of request for reimbursement within 30 days after the check is processed. Checks are issued by the City of Salem payable to the designee listed on the written request.

Section 3. When conducting direct mail outreach to residents, city-issued funds may only be used to contact residents within the Salem city limits and Northgate Neighborhood Association boundaries as noted in Article II. County-issued funds that the Association may receive in the future shall only be used to contact residents outside city limits, but within the boundaries of the Northgate Association.

ARTICLE IX - BYLAWS AMENDMENTS

These bylaws may be changed, corrected, or rewritten as the board feels it necessary during its tenure at the request of the Chair. The vote must be 50% plus 1 to pass.

