

Highland Neighborhood Association Bylaws
(Reviewed and Revised 11/2023)

Article I: Name and Purpose

Section 1- The name of this organization shall be the Highland Neighborhood Association.

Section 2- Salem's neighborhood associations are not governed or directed by the City. However, the City of Salem has committed to support neighborhood associations with resources that will help them remain viable, informed organizations. The philosophy is: "People who are affected by decisions of government deserve to be included in the decision-making process."

The purpose of the Association is to promote, coordinate and carry out community planning through neighbor participation. The goal is to create and develop resources that improve the livability of our neighborhood. The community organization hosts community events, advocates for neighborhood issues, and makes connections between people, organizations, city officials, and businesses.

Section 3- This Association shall be non-partisan and non-sectarian; and none of its involvements shall be used for any purpose other than the promotion of the ideas and purposes of the Association.

Section 4 This Association shall not endorse any candidate for public office.

Article II: Area

Section 1- Highland Neighborhood Boundary

The northern boundary of the Highland Neighborhood Association begins at the Willamette River at the north city limits line and then follows the city limits line to Salem Parkway; then southwest along the centerline of Salem Parkway to the center line of Cherry Avenue; then south on the centerline of Cherry Avenue to Johnson Street, then along Johnson Street east to a point approximately 286 feet east of the centerline of Brooks Avenue; then south to the north line of lots on the north side of Hickory Street; then east to the centerline of Portland Road. The east boundary is the centerline of Portland Road, then southwest to the point of intersection of the center lines of Portland Road and Silverton Road; then northeast along the centerline of Silverton Road to the Southern Pacific Railroad; then south to the center line of Madison Street. The southern boundary is the center line of Madison Street west to the centerline of Broadway; then south to the center line of Jefferson Street; then west on Jefferson to the center line of Commercial Street; then north of Commercial to the centerline of South Street; then west on South Street to the Willamette River. The west boundary is the Willamette River.

Section 2- Designated Heritage Neighborhood

The Highland neighborhood received a Heritage Neighborhood designation in September of 2021 after an application and approval process. The Heritage Designation is not regulatory in nature, but does provide designated neighborhoods certain ongoing benefits including support with the development of neighborhood history outreach materials upon request (ie. historic brochures/sign toppers). A portion of Highland Neighborhood was selected and surveyed resulting in over 88% of assets verified as over fifty years of age representing the history, development and growth of the City of Salem.

Section 3- Highland Heritage Boundary

The northern boundary is Locust Street NE. The east boundary is Fairgrounds Road with a small portion beginning at the intersection of Highland Ave NE north to Pine Street NE being Silverton Road. Here, the boundary cuts west to Cherry Avenue NE and connects at the northern Boundary of Locust Street NE. The west boundary is Broadway Street from Madison Street NE to Locust St. NE. The southern boundary is Madison Street NE from Broadway Street to Fairgrounds Road NE.

Article III: Membership/Meetings

Section 1- The general membership shall be comprised of adult and youth residents, property owners, and a representative from any established businesses within the area as described in Article II, Section 1.

Section 2- Members may participate in meetings through remote attendance, including, but not limited to, teleconference, video conference, or other electronic means. Such attendance shall be considered equivalent to physical presence at the meeting.

Section 3- Each member shall be entitled to one vote at a general meeting. There shall be no voting by proxy.

Section 4- The Executive Board shall hold general membership meetings in a public meeting space at regular intervals. Meetings are open to the entire general membership and the public. The meetings shall occur at least six (6) times per fiscal year with an agenda posted in advance for public viewing. The agenda will state the purpose of the meetings.

Section 5- There shall be at least one annual meeting each year during the month of May. The purpose of the annual meeting is to elect new members to the Executive Board and for reports of the work of committees and of the Executive Board. If the annual meeting is unable to occur in May the Executive Board will determine an alternate date during the April meeting of that same calendar year.

Section 6- The meeting minutes from the previous meeting will be sent via email to the Executive Board for review prior to the general member meeting. Meeting minutes will be kept on file with the Highland Neighborhood Secretary and the City of Salem Neighborhood Services available for public viewing.

Section 7- General meetings may be called by petition of any five (5) members of the general membership

Section 8- For purposes of voting and procedure, a majority of the Executive Board members shall constitute a quorum.

Section 9: Any decision by the Executive Board may be nullified by a majority vote of all members present at the next general meeting.

Article IV: Executive Board

Section 1- The Executive Board shall consist of the officers of Highland Neighborhood Association and representatives of standing committees and/or other.

The officers of the Executive Board shall consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer. In the absence of available volunteers, the Chair may act as both the Chair and Vice-Chair and the Secretary may act as both the Secretary and Treasurer.

Section 2- The Executive Board shall consist of not less than three (3) nor exceed more than ten (10) members. In electing Executive Board members, the general membership shall strive to select a balanced geographic and demographic representation of residents, property owners, and business representatives.

Section 3- The Executive Board shall conduct such business and take such action as may be necessary to accomplish the purpose of the Association.

Section 4- The Chairperson shall coordinate and supervise the business and activities of the Executive Board and general membership. The Chairperson will preside at all meetings unless a proxy is assigned in their absence. The Chairperson will serve as an ex-facto member of all committees, and be the primary contact person for and liaison with The City of Salem. In the absence of the Chairperson the Vice-Chair, Secretary or other executive Board member may execute the role of the Chairperson.

Section 5- The Vice-Chair will assist the Chairperson in their duties upon request, In the absence of the Chairperson the Vice-Chair will execute the duties of the Chairperson.

Section 6- The Secretary shall record the minutes of all general membership and executive Board meetings and maintain on file copies of the minutes, correspondence, membership lists, attendance lists and other records. The Secretary will coordinate or produce the newsletter and maintain the file holding the annual review documents from

the City of Salem in coordination with the City of Salem Neighborhood Services Representative. The Secretary, the Chairperson, and/or other Executive Board members will receive, review and monitor the Highland Neighbors email account.

Section 7- The Treasurer shall keep a record of the fiscal happenings of the Highland Neighborhood in conjunction with the City of Salem Neighborhood Services. Receipts for reimbursement, volunteer hours and request for community project funding will funnel through the Treasurer to be presented to the Executive Board or general membership for a vote, if needed. All funding allocations and reimbursements must be approved by a vote of the general membership and recorded in minutes.

Section 8- The Executive Board shall have the authority to create additional officer positions as deemed necessary for the efficient and effective operation of the organization. Any member of the Executive Board may propose the creation of a new officer position. The proposal shall include a description of the responsibilities and duties associated with the proposed position. The proposal for creating a new officer position shall be included in the agenda for an Executive Board or general meeting. Adequate notice shall be given to all members, and the proposal shall be open for discussion during the meeting. The creation of a new officer position shall be approved by a majority vote of the members present and voting at the meeting where the proposal is discussed..

Section 9- The Executive Board shall represent the neighborhood's opinions to the City Council, Planning Department or other appropriate decision makers. Such advisory opinions will specify whether the position is one of the general membership, the Executive Board, or a committee, or by organization members present and lacking a quorum. If there is a minority issue, represented by at least one-third of those voting, this shall also be presented. The membership may override an Executive Board decision by two-thirds vote.

Article V: Nominations

Section 1- The Chairperson, Executive Board, Committee Chair(s) or committee members shall typically be elected by the majority vote of members in attendance at the annual meeting defined above. Positions unfilled at or vacated after the annual meeting may be elected by a majority of members in attendance at any general membership meeting.

Section 2- The general membership, Chairperson and/or Executive Board may nominate members to serve on the Executive Board, Committee Chair or committee membership. Nominations and voting on vacant or newly created positions may occur within one meeting session unless a delay is requested by the general membership or Executive Board.

Section 3- The Chairperson, Executive Board, Committee Chair(s) serve a two-year term beginning and ending at the annual meeting. Notification of resignation is

requested if an incumbent is vacating their position. Resigning Executive Board members or committee members shall transfer all materials relevant to the Association within 30 days of resignation to the members of the Executive Board.

Section 4- The term of an Executive Board member who missed three (3) consecutive meetings without prior notification may be terminated via a majority vote of the Executive Board.

Section 5- The Chairperson, an Executive Board member(s), Committee Chair(s) or Committee member(s) may be removed after written notification by a majority vote of the membership present at a general meeting.

Article VI: Committees

Section 1- The Executive Board may establish standing committees to perform the on-going business of the association and may establish committees for special projects that are of concern or interest to the general membership in accordance with the purpose of the organization.

Section 2- Committee membership is available to all members interested in serving on a particular committee at the time it is established or appropriate interval for joining.

Section 3- Committee Chairs or members shall not speak or act on behalf of the Association unless they have specific authority via their position in the Association or a vote for the general membership.

Section 4- Standing or special committees shall be announced at general membership meetings and outreach outlets periodically in order to obtain and encourage member participation.

Article VII: Parliamentary Procedure

Section 1- Robert's Rules of Order, Newly Revised, shall govern the procedure of the Association when procedures are not covered in the Bylaws.

Article VIII: Amendments and Bylaw Reviews

Section 1 The Highland Neighborhood bylaws shall be reviewed every three years or other as agreed upon by the Executive Board. A documented reading and review by the Executive Board shall occur prior to the review year's annual meeting and the document will be dated that the bylaws have been reviewed.

Section 2 The bylaws may be amended at a general membership meeting with proper notification to the general membership and a two-thirds vote.

Revision adopted: 1/11/2024