

Boise
Neighborhood
Association

May

2016

*These bylaws are the rules and procedures for how the Boise
Neighborhood Association will operate and be governed.*

BYLAWS

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Article 1: Name and Purpose

Name of Organization

The name of the organization shall be the Boise Neighborhood Association (The BNA).

Purpose

- a) To enhance the livability of the Boise Neighborhood by establishing and maintaining an open line of communication and acting as a liaison between the neighborhood, government agencies and officials, educational institutions, Boise Neighborhood businesses and business associations, churches, nonprofits, other neighborhoods and neighborhood groups, and other entities of interest and interested in the Boise community. This includes an active working relationship between Northeast Coalition of Neighborhoods and Office of Neighborhood Involvement.
- b) To provide, encourage and facilitate an open process whereby all members of the neighborhood may involve themselves, or be heard on the issues, affairs and concerns of the neighborhood.
- c) To do and perform all of the activities related to said purposes, to have and enjoy all the powers granted and engage in any lawful activity for which corporations may be organized under ORS chapter 61.
- d) To be organized exclusively for educational, environmental, community, scientific and charitable purposes as prescribed by law. Notwithstanding any statement of purposes or powers aforesaid, this association shall not accept to an insubstantial degree, engage in any

activities or exercise any powers that are not in furtherance of its specific and primary purpose.

e) To meet these livability objectives, it shall be the aim of Boise Neighborhood Association to address the following issues:

1. Citizen Participation
2. Education
3. Economic/Job Development
4. Health Services
5. Housing and Physical Environment
6. Law and Justice, Community Safety
7. Social Services
8. Recreation
9. Honoring Diversity of Culture
10. Transportation

Non-Discrimination

Boise Neighborhood Association must not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, national origin, legal citizenship, income, or political affiliation in any of its policies, recommendations or action.

Article 2: Boundaries

The Boise Neighborhood Association serves the community in the Boise Neighborhood. The boundaries of Boise Neighborhood shall be defined as follows: Western Boundaries are Interstate 5, East on Skidmore to Rodney, South on Rodney to Failing, East on Failing to Mallory, South on Mallory to Beech, East on Beech to MLK, South on MLK to Fremont, West on Fremont to Vancouver, South on Vancouver to Cook, West on Cook to the on-ramp to the Fremont Bridge, South on Kerby to Stanton to the intersection of Interstate 5. (See attached).

Article 3: Fiscal Year and Elections

The Boise Neighborhood Association starts in June. Elections shall be held at the annual meeting in June. Chair and Board Member positions, elected or appointed are held until the following June elections.

Terms of Office

Each Board Member shall hold office for a term of one year for which one is elected and until the successor shall be elected. Any position may be served as a co-position up to 3 total positions except

the representatives to NECN, which have two members elected. In absence of interested parties, it is possible for one person to hold more than one office.

Elections of Board Members

Board Members shall be elected annually by a vote of the General Membership. Elections can be held semi-annually as needed to allow for continuous flow of leadership. The names of all candidates for the board shall be placed in nomination. Election requires a majority vote of Membership present. The nominee must be present and accept the nomination before the vote is taken.

Elections of Board Officers

Board Members shall meet after the (annual meeting or list month) general meeting and, by majority vote of the Board Members present, elect a Chairperson, Vice Chair, Secretary and Treasurer. The remaining Board Members shall be members-at-large. For election of officers, Board Members, and other representative and delegates, voting may be by slate if there are no unopposed offices, by oral vote, by a show of hands or by written secret ballot. Upon the request of any voting member, a show of hands shall follow an oral vote. Anyone wishing to see written ballots may do so at the meeting or anytime thereafter before the ballots are discarded. Written ballots must be retained for a period of 60 days after the vote and then may be discarded.

Number of Board Members

The Board shall determine the exact numbers of Board positions annually. There shall be at least three (3) and no more than fourteen (14) Board Members.

Article 4: Membership

Membership Eligibility

Any person of the age 18 or above who now or hereafter comes in any one of the following categories within the legal boundaries of the Boise Neighborhood Association as specified in Article 1, who have also consented to Membership. (Persons under the age of 18, but no younger than 14 years of age must provide a parental consent form prior to participation).

- a) Persons whose legal domicile (renter or homeowner) is within The Boise Neighborhood boundaries and who, except for temporary absences actually resides and maintains a residence within the legal boundaries as specified in Article 1.
- b) The owners of real property or One representative of owners of real property.
- c) Any business license holders or one designated representative of a business located in the neighborhood.
- d) One representative from any nonprofit, school, church or other legal or civic organization located with Boise boundaries.

Membership Voting Eligibility

General Members of the Boise Neighborhood Association can elect the Board of Directors and vote on amendments to the bylaws, but this is the limit of their power. The introduction of, and voting on motions are limited to Board Members only. General Members will qualify to vote first as a resident. If they are not a renter or homeowner, then the individual may be the one representative of real property, business, nonprofit organization, school, church or other legal or civic organization within Boise boundaries.

Financial Support and Dues

Charging of dues or Membership fees shall not be made; however, voluntary contributions will be accepted. Activities to raise funds for Boise Neighborhood Association may be held if appropriate.

Article 5: Meetings, Agendas, and the Right to Be Heard

Membership Meetings

Regular Membership meetings shall occur once monthly on the second Monday of every month except August when the National Night Out may replace the General Membership meeting if so approved by the Boise Neighborhood Association Board. Notification of regular Membership meetings shall require at least 7 days advance notice to the General Public by any method selected appropriate by the current Board using any of the following but not restricted to: email, website, electronic or community newspaper, flyers or postings on established information outlets to members of Boise Neighborhood Association and the public. If the notice requirement for any meeting is not met, that meeting's minutes shall reflect the reason.

The January general meeting may, at the board's discretion, take the form of a planning retreat to map out an agenda for the calendar year. The January retreat may take place on a day and time that is different than the second Monday of the month.

Special or Non-Regular Membership Meetings

Special meetings of the General Membership, board or committees may be called by the Chairperson or by majority vote of the Board as deemed necessary. Notification shall be by mail, newsletter, posted notices, telephone calls, electronic mail lists or any other appropriate means of communication apt to reach a majority of the members. Notification shall require seven (7) days advance notice to the general public and a minimum of 24 hours notice for all members, board or committee members, and to individuals and news media that have requested notice.

Regular Board Meetings

The Board shall meet at any time the chairperson(s) has designated and as approved by Board. Notice of time and place shall be at least 7 days in advance. The meetings shall be open sessions, however, only Board Members shall be entitled to vote and a Quorum is required for a vote to be held-

Special or Non-Regular Board Meetings

Special meetings of the Board may be called by the Chairperson or by majority vote of the Board as deemed necessary. Notification shall be by mail, newsletter, posted notices, telephone calls,

electronic mail lists or any other appropriate means of communication apt to reach a majority of the members. Notification shall require seven days advance notice to the general public and a minimum of 24 hours notice for all Board Members and to individuals and news media that have requested notice.

Emergency Board Meetings

Emergency meetings of the Board may be called by the Chairperson or by majority of the Board as deemed necessary. Notification shall be by mail, newsletter, posted notices, telephone calls, electronic mail lists, or any other appropriate means of communication apt to reach a majority of the members. Notification shall require not less than 24 hours notice to the members of the Board that is meeting and to individuals and news media that have requested notice.

Agenda

Subject to the approval of the board, a Chairperson shall prepare the agenda for meetings of the General Membership and Board. Any person may request to add an item to the agenda by submitting the item in writing or by common electronic methods to the Chair at least 10 days in advance of the meeting (it will be added when possible). Any member of Boise Neighborhood Association can make a motion to add an item to the agendas at the respective meeting. Adoption of that motion requires a second and a majority vote.

Right to Be Heard

Participation

The Chair and Co-Chair shall decide style or way participation and voting shall be held within these guide lines. All meetings are open to any person and all who wish to be heard. The Chair may limit time of the total discussion and the time each person or side has to speak. If more time is needed than is available during a Regular Meeting, the Chair may elect to move the discussion to a Special Meeting. If the members attending is large and/or the Agenda is full, the Chair may require that the discussion can be limited to three (3) minutes per person, and limited to two (2) persons speaking for each side of the issue, Issues of concern to large numbers of persons, may be heard using a sign-up procedure.

Public comment

There may be a designated time for public comment at the beginning and/or at the end of any Board Meeting if a member of the community wishes to speak. The Chair may limit the time allowed. All actions or recommendations of the meetings shall be communicated to all affected parties, including minority reports.

Article 6: Quorum

Unless otherwise specified in these bylaws, decisions of Boise Neighborhood Association shall be made by a majority vote of those present at any meeting.

General Meetings

A quorum for any General Meeting of Boise Neighborhood Association for the purposes of electing Directors of the Board and/or amendments to the Bylaws shall be the number of Board Members equal to 50%, plus two (2) of the general membership.

Board Meetings

A quorum of Board Members shall be 50% of the Board Members; decisions shall be made by majority vote of attending members.

Article 7: Making Decisions and Voting

The Board has the responsibility of acting in the best interest of the neighborhood but is not specifically bound to act according to the desire of the majority of General Members attending a particular meeting. Each Board Member shall be able to cast one (1) vote on each issue that is presented for adoption. Motions are to be made and seconded by a Board Member, before a vote is taken. If there is no second, the motion is not brought to vote. The motion, who made it, who seconded, and the results of the vote, in favor, opposing, and those abstaining shall be recorded in the minutes.

Voting Process

Eligible voting members must sign-in and register the address which qualifies them as a Boise Neighborhood Association member or have an address already on file with The BNA. Unless the vote is being taken during [Elections](#) or [Amendment of Bylaws](#), only Board Members are able to cast their vote.

Voting Methods

The Boise Neighborhood Association votes by simple majority. Ballots for written votes can be created to meet the needs of the vote. All voters must sign in at the meeting the vote is taken with name and qualifying address, unless the address is already on file with The BNA.

Article 8: Board of Directors

Eligibility for Board Service

Only persons eligible for Boise Neighborhood Association Membership shall be qualified to hold an elected or appointed position. Prospective Board of Director candidates must have attended at least two (2) neighborhood association meetings (general or board or land use & transportation) in the twelve months prior to the meeting at which their candidacy is decided by election or appointment.

Duties of Board Members

The Board of Directors shall be the governing body of the Association and exercise control of the affairs, funds and property of the Association. The affairs of Boise Neighborhood Association shall be managed by the board in the interim between general meetings. The board shall be accountable to the General Membership; shall actively seek the input of those affected by any proposed policies or actions, when possible, before adopting any recommendation on behalf of Boise Neighborhood Association; and shall strictly comply with these bylaws.

Article 9: Conflicts of Interest

A transaction in which a Board Member may have a direct or indirect conflict of interest may be approved by a vote of the Board if in advance of the vote by the Board all material facts of the transaction and the Board Member's interest are disclosed to the Board. A conflict of interest transaction is considered ratified if it receives the affirmative vote of the majority of the Board Members who have no direct or indirect interest in the transaction. A transaction may not be authorized by single Board Member. If a majority of the Board Members who have no direct or indirect interest in the transaction votes to authorize, approve or ratify a transaction, a quorum must be present for the purpose of taking action. The presence of, or vote cast by a Board Member with a direct or indirect interest in the transaction does not affect the validity of the action taken by the Board. The Board Member with the direct or indirect conflict of interest may elect to abstain from voting on the transaction.

Offices of Board Members

Chair Person

The Chairperson shall preside at all board meetings and all Membership meetings and shall perform such duties as the Board and the General Membership from time to time authorizes. The Chairperson shall represent the position of the Board and the interests of the Neighborhood Association.

Secretary

The Secretary shall record and maintain minutes of Membership and Board meetings, assist the Chairperson with correspondence and maintain the non-financial files of the Neighborhood Association. The Secretary will maintain a list of Board Members and their terms.

Treasurer

The Treasurer shall be held accountable for all funds (both general and committee specific) and shall give an accounting at each general meeting; shall receive, provide safe-keeping and disburse general Boise Neighborhood Association funds. The Treasurer will ensure current signature cards at the financial institution of the Chair, Treasurer and one other Board Member. Disbursement shall require any two signatures of the aforementioned. The NECN and ONI also require reports that are to be compiled by the Treasurer.

Treasurer will ensure current signature cards of the treasurer and at least one other board member at the financial institution. Disbursement of BNA funds shall require the signature of any two board members on the signature cards.

NECN Representatives

The NECN Representative is a member of the Board of Directors of the NECN who are representatives of the Boise Neighborhood Associations as well as being a Boise Neighborhood Association Board Member. If the Boise Neighborhood Association does not appoint or elected a representative, one may be appointed by the NECN. They must attend Boise Neighborhood Association meetings and then report information between the Boise Neighborhood Association and NECN.

Members At Large

The Boise Neighborhood Association may have up to 14 Board Members and fill that number with At Large Members after the Chairs and/or Co-Chairs for Officers and Committee Chairs and/or Co-Chairs have been elected.

Board Member Resignation or Removal

Resignation

Notice of Board resignation must be made in writing by mail to the main mailing address of the Boise Neighborhood Association or as an E-mail to the Boise Neighborhood Association Chair. The Board will vote to accept this resignation at a regularly scheduled meeting and may replace the member at the same meeting

Removal of Board Member

Any Board Member may be removed, with or without cause, by a vote of two-thirds vote of Members. The Boise Neighborhood Association will make a good faith effort to inform a Board Member that they have been removed from office.

Excused Absences

With the approval of the Board by quorum, meetings missed by a Board Member when notified of absences will not be counted for purposes of counted Absences for removal from the Board.

Absences & Filling of Director Vacancies

If any Board Member misses two (2) consecutive regular meetings of the Board and/or Regular meetings, that Board Member will be notified by the Secretary. Up on a third consecutive absence, the seat will be vacant. If any Board Member misses three meetings in a Board Year, that Board Member will be notified. Upon a fourth unexcused absence, the seat will be vacant. If the Board Member losing his/her seat is a representative of a NECN, that Association will be notified within one (1) week.

Filling Vacancies

Replacement Board Members may be made by Appointments or a vote by the Board. The New Board Member will be voted for conformation at the next General Meeting. The New Member will serve the remainder of the year. The Boise Neighborhood Association year is June to June.

Impeachment

Any holder of an elected or appointed position may be removed and replaced by a two thirds vote at a general or special meeting.

Article 10: Committees

The following are standing community committees each with a Board Member as a Chair or Chair and Co-Chair: Land Use and Transportation; Safety and Livability; and Communication. Members are encouraged to attend the corresponding NECN meeting. Each committee will report to the Board its activities and requests for Board action in a timely manner. The Boise Neighborhood Association Board may add other Committees as needed each year.

Committees with Executive Authority

Executive Committee

The executive committee shall be comprised of the Chair, Secretary, Treasurer and a Boise Neighborhood Association Representative to the NECN as well as any co-officers of these positions. One person may be designated to serve as the parliamentarian. The body is authorized to have private meetings without minutes recorded, as outlined in the ONI Standards. Executive meetings may be called for time sensitive matters, personnel issues, or issues that cannot be held to be addressed at the regular General or Board meeting.

Land Use and Transportation Committee

The Land Use and Transportation Committee shall consider issues and projects relevant to land use and transportation. See Amendment A for further definition and executive authority.

Other Standing Committees

Decisions

All committee recommendations and decisions for public position statements must be presented in a timely manner to the board and ratified by a majority of the board, or if time sensitive, by the Executive Committee. Prior to committee members taking a vote on a public position statement, they shall take a straw poll to gauge the opinion of everyone in attendance at a committee meeting.

Safety and Livability Team

The Safety and Livability Team shall consider matters related to safety and livability issues and projects in Boise Neighborhood Association neighborhoods.

Communications Committee

The Communication Committee shall provide information to the community at large by creating and distributing flyers, newsletters, poster, or other written forms. Web Pages, E-Mail, and other electronic information may also be used. Funding for supplies, printing, and approved cost will come from NECN grants and moneys from Boise Neighborhood Association projects or grants. All expenses

must be reported with receipts to the Boise Neighborhood Association Treasurer for reimbursement. All requests for reimbursements must be made before the end of the fiscal year to be reimbursed.

Article 11: Public Meetings and Records

The Association shall abide by all the requirements relative to public meetings and public records as outlined in Section VIII of the Office of Neighborhood Involvement Standards for Neighborhood Associations. Official action(s) taken by the Association must be on record or part of the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote(s) taken. A summary of dissenting views will be transmitted along with any recommendations by the Association. Official records will be kept on file at Northeast Coalition of Neighborhoods.

Article 12: Grievance Procedures

One-on-One Dialogue and Mediation

Individuals and groups are encouraged to reconcile differences, whether inside or outside the scope of these grievance procedures, through one-on-one dialogue or mediation.

Eligibility to Grieve

Any person or group may initiate this grievance procedure by submitting a grievance in writing to the Board. Grievances are limited to complaints that the grievant has been harmed by a violation of the ONI Standards or these bylaws that has directly affected the outcome of a decision of Boise Neighborhood Association. Grievances must be submitted within 45 days of the alleged violation.

Processing the Grievance

The Board shall arrange a Grievance Committee, which shall review the grievance. The committee shall hold a public hearing and give the grievant and others wishing to present relevant comment and an opportunity to be heard. The committee shall then forward its recommendations to the Board.

Final Resolution

Within 60 calendar days from receipt of the grievance, Neighborhood Association shall render a final decision on the grievance and notify the grievant of their decision. Deliberations by the grievance committee on a recommendation and by the Board on a decision may be held in executive session.

Article 13: Procedure for Consideration of Proposals

Submission of Proposals

Any person or group, inside or outside the boundaries of Boise Neighborhood Association and any city agency may propose in writing items for consideration and/or recommendation to the board. The board shall decide whether proposed items appear on the agenda of the board meetings, standing or special committees meetings or Membership or special meetings.

Notification

The proponent and members directly affected by such proposals shall be notified of the place, day and hour the proposal not less than seven days in advance.

Attendance

The proponent may attend this meeting to make a presentation and answer questions concerning the proposal.

Dissemination

The Boise Neighborhood Association shall submit recommendations and dissenting views as recorded from the meetings to the proponents and other appropriate parties.

Article 14: Corporate Indemnification

This corporation will indemnify to the fullest extent not prohibited by law any person who is made, or threatened to be made, a party to an action, suit, or other proceeding, by reason of the fact that the person is or was a Director, officer, employee, volunteer, or agent of the corporation or a fiduciary within the meaning of the Employee Retirement Income Security Act of 1974 (or its corresponding future provisions) with respect to any employee benefit plan of the corporation. No amendment to this Article that limits the corporation's obligation to indemnify any person shall have any effect on such obligation for any act or omission that occurs prior to the later of the effective date of the amendment or the date notice of the amendment is given to the person. The corporation shall interpret this indemnification provision to extend to all persons covered by its provisions the most liberal possible indemnification -- substantively, procedurally, and otherwise.

Article 15: Adoption and Amendment of Bylaws

All amendments to these bylaws must be proposed in writing and submitted to members for a reading at a general meeting before voting on their adoption may proceed at a later general meeting. Notice of a proposal to amend the bylaws, specifying the date, time and place for consideration, must be provided to all members a minimum of seven (7) days before voting. Adoption of and amendments to these bylaws shall require a two-thirds (2/3) vote by the members present at a general meeting.

Amendment A

Land Use and Transportation Committee

The Boise Neighborhood Association Board of Directors authorizes the Boise Land Use and Transportation Committee (LUTC) to act on behalf of the Boise Neighborhood Association regarding matters pertaining to transportation and land use planning including development, design review, permitting and fee-waived appeals to the City of Portland.

Member Composition

1. Chair or Chairs voted on by the Boise Neighborhood Association Board of Directors. The Chair (or at least one Co-Chair in the case of multiple chairs) shall also be a member of the Boise Neighborhood Association Board of Directors.
2. Any member of the Boise Neighborhood Association providing that the member has attended at least four LUTC meetings within the prior twelve months. Committee members to be approved by the Boise Neighborhood Association board. From time to time LUTC Chair(s) will recommend new committee members to the Boise Neighborhood Association board.

Quorum

A majority of committee members serving at the time of each LUTC meeting providing at least one is a current Boise Neighborhood Association board director.

Meeting Structure

Meeting Notice will be given in writing via electronic method to all members of the Boise Neighborhood Association, the public and interested parties at least seven days in advance. LUTC meetings are open to the public including those who are not Boise members. The LUTC Chair(s) will set the meeting agenda, conduct the meeting including limits on time for each participant to speak and organize voting on matters as required. Only committee members will be allowed to vote. Minutes of the meeting will be taken and reported to the Boise Neighborhood Association Board Chair(s) for distribution at the following Boise Neighborhood Association meeting. The LUTC will take appropriate action per meeting vote (file design comment, write letters of support or opposition, etc.).

Appeal of LUTC decisions

A Boise neighborhood member shall file an appeal in writing to the Boise Neighborhood Association Board of Directors for action within 14 days of a LUTC vote.

Removal from Committee

Any committee member missing three LUTC meetings in a row is subject to removal from the committee.

Revision Date: February 1st, 2014

By: Caroline Dao

NECN Review: May 13th 2013

By: Katy Asher

Adopted By General Membership on June 13th 2013

Updated April 2015

By: Katy Wolf

Updated May 2016

By: Katy Wolf

The story of the Boise Logo

About 1993 or 94, members of the Boise Neighborhood wanted to know why they did not have a Logo for Boise.

The Logo that was selected was design by Kay Newell. The Letters B O I S E in Bold are each a little different is size as well as the normal difference in the letters. The letters style represent the diversity of our community. Each of us is a little different, yet all part of the same community. The roof and chimney was hand drawn until Chair Jason Gaff created a commuter model for the Logo.

The roof represents our community from Skidmore to the South Boarder, the I-5 Freeway to the East Border.

The Neighborhood is not just people, but includes our businesses, churches, parks and streets and is the foundation of our community.

The Association is our relationship to the NECN, our neighboring communities and ONI, an office of the city of Portland. These groups support the Boise Neighborhood Association and community.

This Logo has been twice voted to be the Boise Neighborhood Association official Logo.

The roof has a chimney on the right side of the pitch. The roof has a slight overhang. Boise is in caps and in Bold with a line under the letters. The word neighborhood should be the same length as Boise. The word Association's letters should be spaced and styled to fill the same length as neighborhood and provide the support or foundation for the whole community, our home in Boise.