

Cal Young Neighborhood Association Charter
Recognized September 6, 1978 – Resolution No. 2994
Amended, February 26, 1981
Amended April 9, 1990 – Resolution No. 4174
Amended by Administrative Process January 26, 2006
Amended by Administrative Process January 26, 2012

ARTICLE I. NAME

The name of this organization is the Cal Young Neighborhood Association (the Association).

ARTICLE II. GEOGRAPHIC BOUNDARIES

The Association encompasses that portion of the territory of the city of Eugene bounded by the Willamette River, Coburg Road, Randy Pape Beltline, and Delta Highway. The neighborhood shall be divided into the numbered areas shown on the attached map for the purposes of geographic representation on the Board.

ARTICLE III. PURPOSE

Section 1. Advisory to City. The Association is advisory to the City Council, Planning Commission, and other City boards, commissions, and officials on matters affecting the growth and development of the neighborhood. The Association may develop proposals with respect to land use, zoning, parks, open space and recreation, annexation, housing, community facilities, transportation and traffic, public safety, sanitation, and other activities and public services which affect the neighborhood.

Section 2. Neighborhood Focus. The Association shall address all matters which affect the neighborhood in accordance with the City of Eugene’s Neighborhood Organization Recognition Policy, Resolution No. 2554, as amended by Resolution No. 3746, including problems of public safety and economic development.

Section 3. Educational. The Association shall serve in an educational capacity to inform the citizens of the neighborhood. The Association shall encourage and facilitate communication among citizens on matters of common concern.

Section 4. Powers. The Association may do whatever is necessary and appropriate to enable it to exercise the powers granted or allowed to it by the Eugene Neighborhood Organization Recognition Policy, Resolution No. 2554, as amended by Resolution No. 3746.

ARTICLE IV. MEMBERSHIP

Section 1. Membership is open to any 16-year-old or older resident and/or representative of a property owner or business located within the boundaries described in ARTICLE II.

Section 2. Voting. Each member shall be entitled to one vote. Each corporation, partnership, non-profit agency, or business shall be limited to one vote. No absentee voting or voting by proxy shall be allowed.

ARTICLE V. OFFICERS

Section 1. The officers shall consist of a Chairperson, Vice-Chairperson, (or two Co-Chairpersons), Secretary, and Treasurer. Officers shall reside within the Association boundaries.

Section 2. Duties of Chairperson. The Chairperson shall coordinate and supervise the business and activities of the Executive Board and the Association. The Chairperson shall preside at all meetings of the Executive Board and all general meetings, serve as an ex-officio member of all committees, and be the primary contact person for and liaison with the City of Eugene. In the event that Co-Chairs are established, the persons in those positions shall share responsibility of these duties.

Section 3. Duties of Vice Chairperson. The Vice Chairperson shall assist the Chairperson upon request. In the absence of the Chairperson, or in the Chairperson’s inability or refusal to act, the Vice Chairperson shall execute the duties and powers of the Chairperson.

Section 4. Duties of the Secretary. The Secretary shall record the minutes of all general and executive meetings and maintain on file copies of said minutes, correspondence, attendance lists, and other records.

Section 5. Duties of the Treasurer. The Treasurer shall receive all Association funds, deposit them in a bank approved by the Executive Board, and pay out funds only on notice signed by one other officer and the Treasurer.

ARTICLE VI. EXECUTIVE BOARD

Section 1. Composition. The Executive Board (the Board) consists of the officers of the Association and one Representative from each of the areas of the neighborhood established as provided in Article II, along with one additional At-Large Representative.

Section 2. Area and At-Large Representatives.

- a.) Area and At-Large Representatives shall be elected to one year terms, with a limit of two consecutive terms.
- b.) Eligibility to serve as Area Representatives is limited to persons who reside in the area represented. The At-Large Representative may reside in either area.
- c.) Area Representatives shall investigate and report with recommendations to the Board on applications for land use actions within their areas and shall otherwise facilitate communications between area residents and the Association. The At-Large Representative can investigate and report with recommendations to the Board on applications for land use actions in any area, and will assist with communications between area residents and the Association.

Section 3. Meeting Procedures.

- a.) The Board shall hold regularly scheduled meetings and the membership shall be given reasonable, advance notice of such schedule by announcement at general meetings, publication in the local newspaper or by mail. All meetings are open to the general public.
- b.) Special meetings may be called by the Chairperson(s) or by any three Board members, after notice has been provided to all Board members.
- c.) The Board will be responsible for establishing the time, place, and agenda for general meetings and insuring reasonable advance notice to members of such meetings.
- d.) Minutes of the Board shall be kept on file and summaries of actions taken shall be communicated to the general membership through publication in the organization's newsletter or presentation at the next general meeting.

Section 4. Quorum. A majority of the Board members constitutes a quorum for the transaction of business. Less than a quorum may meet but may not take action on behalf of the Association.

Section 5. Powers. The Board may exercise the powers of the Association as may be necessary to accomplish the purposes of the Association. Board policy decisions and opinions representing the view of the community on an issue where the general membership has not yet voted shall be presented to the membership at the next general meeting.

Section 6. Representation. The Chairperson(s) or their designee shall present the Association's opinions to the City Council, Planning Commission, or other appropriate decision makers when so authorized by a vote of the Board. Such advisory opinions will specify whether the position is one of the general membership, the Board, or a committee, or by organization members present and lacking a quorum. If there is a minority position on the issue, represented by at least one-third of those voting, this shall also be presented.

ARTICLE VII. NOMINATION, ELECTION, AND REMOVAL OF OFFICERS AND EXECUTIVE BOARD MEMBERS

Section 1. Elections. The officers, Area Representatives and At-Large Representative shall be elected at the annual meeting and shall serve one-year terms with a limit of two consecutive terms in the same office.

Section 2. Nominating Committee. A three-member nominating committee shall be appointed by the President prior to the annual meeting. The committee shall be composed of a member of the Board and two other persons. Notice of the creation of the nominating committee and of the annual election shall be published in the newsletter prior to the meeting.

Section 3. Candidates. At the annual meeting, the nominating committee shall present the proposed candidates for office. Additional nominations may be made from the floor at the meeting.

Section 4. Absences. If a member of the Board is absent for four consecutive meetings, either regular or special, that member's position shall be vacated unless the Committee finds that extraordinary circumstances prevent the member's attendance.

Section 5. Termination. Membership on the Board terminates at once for anyone who moves from the neighborhood.

Section 6. Vacancies. A vacancy on the Board shall be filled for the remainder of the vacant term by an appointment made by the remaining members of the Board, subject to approval of the general membership at the next meeting.

ARTICLE VIII. GENERAL MEMBERSHIP MEETINGS

Section 1. Parliamentary Process. The rules contained in Robert's Rules of Order shall guide the Association in all cases in which they are applicable, and in which they are not in conflict with the charter or by-laws of the Association.

Section 2. Schedule and Quorum. There shall be a minimum of four general meetings per year, at a time and place to be decided by the Board. All general meetings of the Association are open to the public. The quorum necessary to transact business at any general meeting is ten voting members.

Section 3. Annual Meetings. The annual meeting shall be the first general meeting of the calendar year.

Section 4. Notice of Meetings.

- a.) The membership shall be notified of each scheduled meeting. Notice may occur via announcement in the local newspaper, email notification, mailed newsletter or postcard. At a minimum, all members will be notified by mail of at least two meetings, including the annual meeting. Notice shall include the date, time, and place of each meeting and a summary of the agenda.
- b.) All business and non-resident owners of property within the neighborhood boundaries will receive notice of the annual meeting and at the annual meeting, will be given an opportunity to receive notice of regular meetings. The Board shall be responsible to insure notice is given. Notice through the local newspaper is the minimum requirement.

Section 5. Agendas. Any participant may raise any additional item not previously on the agenda, but that item shall not be voted upon until the next meeting. However, if a matter is proposed at a meeting and two thirds of those present determine such matter needs emergency action, that matter may be voted on at the same general meeting.

Section 6. Minutes. Minutes shall be kept on file and summaries of actions taken shall be communicated to the Association generally through publication in the newsletter.

ARTICLE IX. NEIGHBORHOOD NEWSLETTER

Section 1. Purpose. The purpose of the newsletter is to distribute information to the neighborhood generally and to provide a forum for free expression of opinions by persons entitled to participate in the Association on issues of interest to the neighborhood.

Section 2. General Policies.

- a.) Advocacy positions may be included in the newsletter in an editorial format. The newsletter shall clearly indicate editorial material and guarantee space for timely printing of differing viewpoints.
- b.) Commercial advertising shall not be permitted.
- c.) The Board shall appoint an editor for the newsletter. The Board has the ultimate responsibility for the contents of the newsletter.
- d.) Each issue of the newsletter shall identify the officers of the neighborhood, the Newsletter Editor, and those compiling that issue, if other than the officers or editor.
- e.) Each issue of the newsletter shall include an address or phone number for submission of articles, letters, or other material.
- f.) Each issue of the newsletter shall include brief instructions on how neighborhood residents can put an issue on the general meeting agendas.

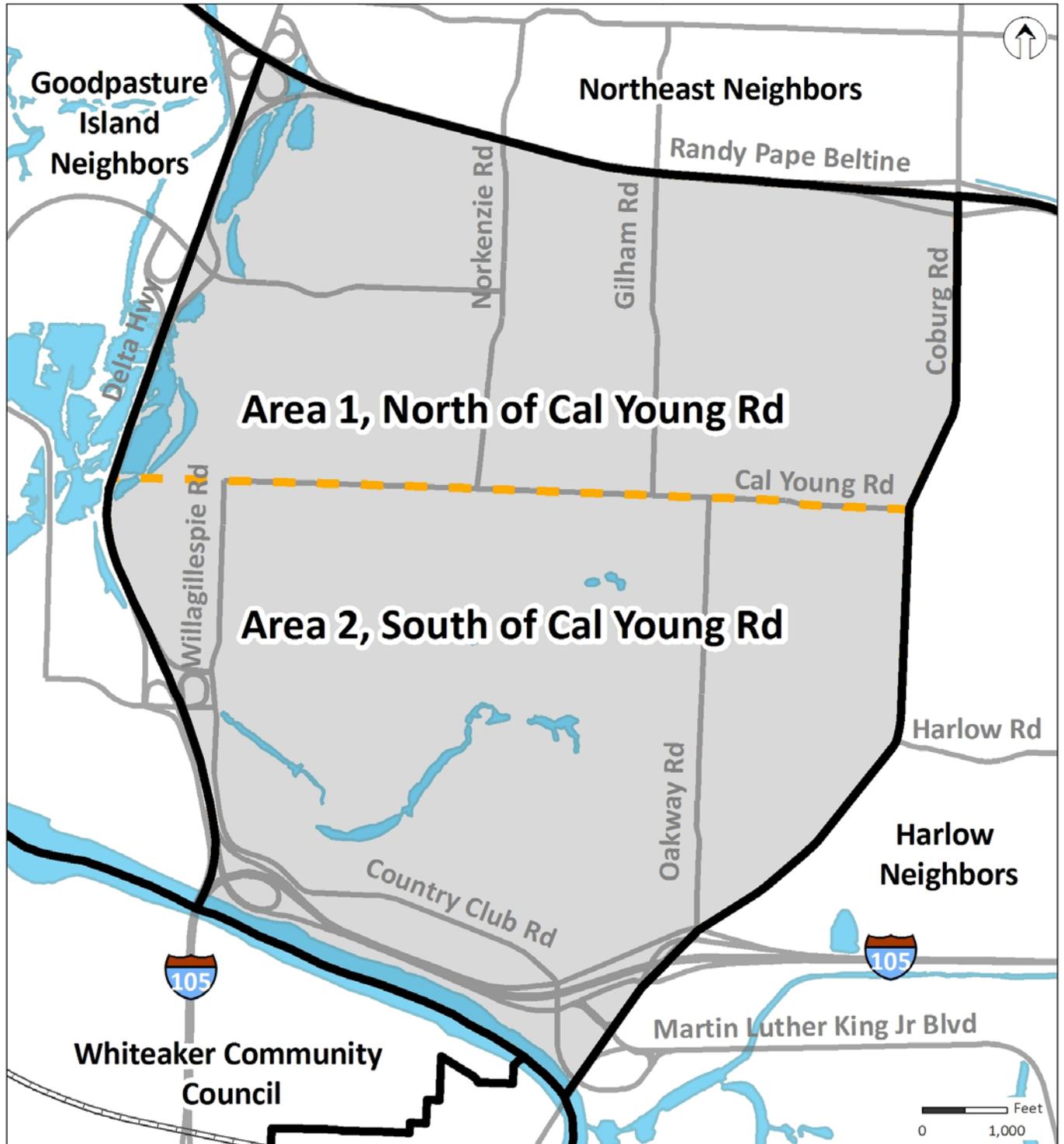
ARTICLE X. COMMITTEES

The Board may establish ad hoc and standing committees to carry out Association business.

ARTICLE XI. AMENDMENTS AND CHARTER REVIEW

This charter may be amended by a two thirds vote at any general membership meeting of the Association. However, written notice of the proposed amendment must be provided to the general membership prior to the meeting.

CAL YOUNG NEIGHBORHOOD ASSOCIATION: AREAS FOR BOARD REPRESENTATION



Caution: This map is based on imprecise source data, subject to change and for general reference only.