

OCEANSIDE NEIGHBORHOOD ASSOCIATION -
A CITIZEN PARTICIPATION ORGANIZATION

BYLAWS

I. PURPOSE

The Oceanside Neighborhood Association (ONA) is a group of citizens united by geographic location and organized as an advisory body for effective citizen involvement in the planning and development of matters affecting the quality of life and livability of the Oceanside, Oregon community. Citizen participation improves the decision-making process, democratizes and humanizes political and social institutions, increases the responsiveness of governmental institutions, generates a greater variety of information and alternatives to citizens, public officials and elected officials, and enhances individual and group awareness and civic responsibility.

The Association addresses, for the Oceanside area, responsibility for the statewide Land Use Goal Number 1 – Citizen Involvement – that calls for each city and county to develop a citizen involvement program that insures the opportunity for all citizens to be involved in all phases of the planning process. (Adopted by the State Land Conservation and Development Commission on December. 27, 1974, effective Jan. 1, 1975) In addition, the Association addresses the roles and responsibilities decreed in the Tillamook Board of County Commissioners Order #13-034 adopted on May 1, 2013, and appended to these bylaws. These responsibilities include representing the Oceanside community's "interests and concerns to County, State and Federal decision-makers ... on non-planning related items of interest to the Board of Commissioners and the community."

II. ACTIVITIES

Activities are determined by the membership and may include but not be limited to land use actions, Oregon Territorial Sea actions, community plan and development, code amendments, consideration of county services, special community studies and communication of local needs and concerns to the County, State and Federal decision-makers. In all activities, the Association shall provide for and encourage increased citizen participation. To that end, the Bylaws shall be available upon request.

III. MEMBERSHIP

Membership is open to all people at least 18 years old who reside in, own property in, or own or operate a business located within the Community Growth Boundary. The Bylaws shall be available to each new member upon request.

Membership in the Association extends full rights of participation within all programs, including the right of voting in general membership and committee meetings, subject to the requirements of Section XIII below.

IV. BOARD STRUCTURE AND OFFICER RESPONSIBILITIES

The Association shall be led by a Board consisting of elected Officers, as set out below. Officers shall be elected to serve a one-year term from July 1 to June 30. No Officers of the Association shall receive any financial payment for their services. They may, with board approval, be reimbursed for expenses incurred on behalf of the Association.

President

1. Conducts General Membership Meetings and Officers meetings.
2. Is Spokesperson in official capacity for the Association
3. Coordinates Officers' actions
4. Selects representatives to attend meetings and hearings
5. Coordinates committees
6. Sets the Agenda items

Vice-President

1. Serves as President in the absence of the President
2. Assists the President at the President's request

Secretary

1. Records minutes of meetings and distributes them
2. Maintains the Voter Registry
3. Keeps ongoing list of all committees
4. Prepares official correspondence or delegates that responsibility
5. Relays incoming mail and email to the appropriate officer or committee chairperson
6. Distributes agenda and meetings

Treasurer

1. Receives and deposits funds of the Association in a timely manner in accordance with Officer's directions
2. Prepares Accounts Payable in a timely manner for approval of Officers
3. Maintains financial records and reports at General Membership meetings
4. Assures that expenditures over \$200 are approved in writing by at least 2 Officers.
5. Presents an audited annual financial report when requested by the Association

In addition, the President may appoint an association Historian who:

1. Keeps the Association's files, maps and bylaws
2. Maintains archives and general history of the Association

V. COMMITTEES

There is one standing committee, the Zone and Plan Review Committee, established by these Bylaws.

The **Zone and Plan Review Committee** represents the various stakeholders/constituencies of the Oceanside community with the diverse thinking that typifies our community. It provides recommendations regarding land use and related issues to the ONA for community action at the ONA General Meetings.

The Committee will include the four (4) elected ONA officers and may include one representative each of the following areas of concern: Commercial Activities; Short term Rentals; Resident Owners; Nonresident Owners; Non-owner Resident; Environmental and Ocean Issues; Development/Construction, and one member-at-large, up to a maximum of 12 members. The ONA President solicits and appoints volunteers to serve on the committee who are representative of the various areas of concern.

There may be three Special Committees as follows:

A **Bylaws Committee**, which may be appointed by the President as needed, will be composed of five (5) members. The committee will be responsible for reviewing changes to the Association Bylaws suggested by the general membership. The committee will prepare reports to the general membership with recommended actions to be taken.

A **Nominations Committee**, which will be appointed by the President two months prior to the Annual Meeting, shall be composed of five members. The committee will be responsible for encouraging broad member participation and discussion around identifying candidates for election as officers one month prior to the Annual Meeting and then will make a final report, including nominations, if any, to the President not less than three days prior to the Annual Meeting.

A **Credentials Committee**, which shall be appointed annually by the President at the General Membership meeting prior to the Annual Meeting, shall be composed of three members. The committee will advise the Board on credentialing or other issues arising under the Association's Voting Policy, including deliberation and recommended

resolutions in disputes requiring validation of member credentials for purposes of casting votes.

Other committees may be established as needed by the President and ratified by the membership. Purpose and time will be established at time of formation. Every committee must report its recommendations to the Association for Association action.

VI. DISTRICT

The Oceanside Neighborhood Association District shall include those lands, waters and territorial sea deemed within or immediately adjacent to the Oceanside growth boundary including areas of mutual concern with Netarts and Cape Meares.

VII. MEETINGS

All meetings shall be open to the public and shall generally be governed by Robert's Rules of Order (current edition), as well as Oregon's Public Meetings law, ORS 192.610 et seq.

General Membership meetings are held on the First Saturday of June, September, December, February and April at 10 a.m. in Oceanside, unless the Board otherwise notifies the membership. Such meetings may be conducted in person or as online conferences (only if necessitated) or – preferably – a combination of the two, at the discretion of the Board. Notice of the date, time, location and log-in information, if any, shall be distributed to the membership via the association e-mail and posted on the Oceanside Community Club bulletin board at least three days before the meeting.

The President may call additional meetings due to special circumstances. Every effort will be made to provide as much notice as possible as to the date, time, place and log-in information for the meeting. All actions taken at such meetings must be ratified by the Membership at the next regular meeting.

VIII. ELECTIONS

Elections shall be held for all Officers during the June Annual General Membership meeting. Nominations shall be opened by declaration of the President at the General Membership meeting two months prior to the Annual Meeting. Any willing member of the Association shall be eligible to be nominated for office. Anyone may self-nominate for an office.

Nominations shall be forwarded to the President up to three days prior to the Annual Meeting. Nominations will also be accepted from the floor.

Separate voting shall be held for the offices of President, Vice President, Treasurer and Secretary unless the Association chooses to vote by slate. The winner shall be the nominee receiving a majority of the votes. In case of a tie between the top candidates or a failure of any nominee to receive a majority of the votes, a run-off shall be conducted between the top two candidates.

Newly elected Officers shall assume office on July 1.

Vacancies shall be filled by a vote of the General Membership at the next general meeting to complete the unexpired term of the officer being replaced.

IX. QUORUM

The quorum shall be determined on an annual basis by the President and shall be equal to the average (mean) attendance by ONA members at all Annual Meetings during the five years preceding the June Annual Meeting. It will take effect for all meetings from July 1 through the following June.

X. CONFLICT OF INTEREST

Prior to the start of each meeting, the Officers and anyone in a committee leadership role will be asked to declare any conflicts of interest that may exist regarding agenda items to be discussed at that meeting. If an Officer votes or proposes a position on a proposition in which the Officer has a direct special or financial interest, the Officer is obligated to disclose the existence of such interest to the membership before any discussion or vote. This information shall be made part of the record by the Secretary.

XI. COMMUNICATIONS

The Board shall establish and maintain an e-mail service and distribution list for communications to and from the Association members, including formal notices required by these Bylaws. The Board shall also maintain a website as a reference for information, records and other information of interest to the members.

Written comments and proposed agenda items for Association consideration will be taken into consideration if received by the President by the Wednesday prior to the General Membership Meeting. Minutes of all meetings shall be made available to desiring members at least 10 days prior to the next meeting.

All known meetings or hearings affecting the ONA will be announced at regular or special meetings.

Periodic community surveys will be taken when deemed necessary by the Membership or Officers to verify the attitude of the community at large. Surveys will be distributed to all Members of the Association. Results of surveys will be shared with members at the regular or special meetings, distributed to members with minutes and posted in a public location.

XII. MOTIONS

Members attending meetings may present motions; motions must be seconded before discussions may occur.

XIII. VOTING

Association actions shall be determined by majority vote of the qualifying members participating in a meeting, either in person or remotely by electronic means, providing the quorum requirement has been met. Votes conveyed in person or remotely by electronic means must be cast in accordance with the association Voting Policy in order to be counted.

The Association shall adopt and periodically update a written Voting Policy to govern credentialing and voting procedures by in-person and remote participants at meetings. The Voting Policy shall provide for compilation of a registry of qualified "Members" under Section III and establish procedures for confirmation of a meeting participant's voting status when necessary, provided that such procedures shall not unduly burden or impede the Association's goal of encouraging the broadest possible community participation pursuant to Section I.

Minority opposition to a position taken by the Association is encouraged to state its minority position in a timely manner to the President, who shall include that position in any Association report.

XIV. BYLAW REVISION

A change to existing bylaws may be proposed in writing at any time to the President. All proposed changes in the by-laws will be forwarded to the By-Laws Committee for consideration. The By-Laws Committee will review and report back to the Association on any proposed by-law changes with a recommendation. Any changes shall be voted on at the next meeting provided that written notice of the changes has been sent to members 30 days prior to the meeting. Unless otherwise provided, any change will become effective immediately upon the recording of a simple majority in favor of the proposal at the meeting.

XV. DUES

The Association imposes no dues on its members.

Contributions will always be encouraged. Contributions and fundraising activities will be used to offset the costs of the Association.