

OCEANSIDE NEIGHBORHOOD ASSOCIATION VOTING POLICY

Adopted April 3, 2021; proposed revision May 7, 2026

I. PURPOSE

The Oceanside Neighborhood Association is a citizen's advisory committee chartered under state and county laws that authorize it to represent the views and interests of the community to local, state and federal policymakers. They also require the ONA to comply with Oregon's Public Meetings Law, which mandates that it conduct business, including meeting and voting, in a transparent and verifiable fashion that precludes proxy voting or secret ballots. More recently, these laws were modified to enable remote participation in ONA's meetings and elections by electronic means. To these ends, the ONA membership enacted ONA Bylaws Section XIII, which provides:

“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 a procedure 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.”

This policy is promulgated pursuant to Section XIII.

II. MEMBERSHIP QUALIFICATIONS

Pursuant to ONA Bylaws Section I, ONA membership is open to “any person over 18 years old who resides in, owns property in, or owns or operates a business within the Oceanside Community Growth Boundary” as reflected in the current version of the Oceanside Community Plan. (See www.oceansidefriends.org) In situations where it becomes necessary to verify such membership, the following guidelines will apply:

- A. When in doubt, membership qualifications may be established by any reasonable and readily obtained documentation that does not require undue effort or expense to obtain;

1. Property ownership means any proprietary interest in real estate, whether partial or total, evidenced by ownership documents, public records, tax documents, mortgage bills or the like. Ownership includes trustees or named beneficiaries of property held in trust. It does not include participation in timeshare organizations, vacation “clubs” or similar arrangements unless they include deeded ownership.
2. Residence includes part-time residence that cumulatively totals three months or more in a calendar year.
3. Business is defined as a commercial entity that operates in whole or part from a property site located in Oceanside.

III. VOTER REGISTRY

The ONA Secretary (advised by the Credentials Committee) will compile and maintain a registry of individuals over 18 years old that qualify for ONA membership.

- A. The registry shall be in spreadsheet or a comparable format;
- B. For each individual, the registry will reflect the member’s:
 - Name(s)
 - E-mail address
 - Physical Oceanside address associated with membership
 - Membership Category (Resident / Owner / Business) – one only
- C. Multiple members may register under the same e-mail address in order to participate in online meetings. The Secretary may seek clarification in situations where more than two individuals claim membership based on the same physical address.
- D. Registration is ongoing and need not be renewed absent a change in circumstances that terminates or requires an update of their registration information. The Secretary shall periodically act to remove ineligible individuals from the registry. Members shall verify their registration information if requested by the Credentialing Committee or Officers.

E. Registration to attend a meeting by electronic means does not confer ONA membership or voting eligibility. Members who have not previously completed ONA membership registration must do so in order to vote. Membership registration is a one-time requirement.

E. ~~F.~~ The Board will provide regular reminders and instructions on how to register in the ONA e-mail newsletters. ~~To cast a valid vote as an online participant in a meeting, those persons who are not already registered may do so up to 30 minutes prior to the beginning of the meeting. Previously~~ ~~Unregistered voters who attend an ONA meeting in person or online may cast provisional votes so long as they have provided their first and last names, email address, and the physical address or Tax Lot ID of their Oceanside property, residence or business sufficient to verify their status as voting members so that their membership may be verified if needed.~~

IV. CREDENTIALING

Consistent with ONA's goal to encourage broad community participation, the Secretary ~~shall will~~ accept a registrant's representations regarding their qualifications for membership under Section II except where circumstances reasonably warrant further investigation and verification. Under such circumstances, the Secretary will refer the issue to the Board and Credentials Committee for resolution. The Board's determination is subject to appeal and ratification by a vote of the members.

V. VOTING PROCEDURE

A. Physical Participation

Members who physically attend a live meeting shall vote by a show of hands, provided they have ~~recorded provided~~ their first and last names, email address, and the physical address or Tax Lot ID of their Oceanside property, residence or business ~~and contact information (physical address or phone number)~~ on the sign-in sheet, sufficient to verify their status as voting members ~~membership if needed.~~

B. Online Voting Remote Participation by Electronic Means

Where the Board arranges for ~~online remote~~ attendance at a meeting by electronic means ~~(or the option to attend a live meeting remotely by electronic means)~~, advance notice will be provided along with instructions on how to participate.

~~M~~members may participate and vote on ONA matters by video or by telephone subject to the following guidelines:

1. Each voter must provide, at the time of meeting registration, their first and last names, email address, and the physical address or Tax Lot ID of their Oceanside property, residence or business, sufficient to verify their status as voting members.
2. When registering for an on-line voting session, no more than two eligible ONA voters may use the same electronic device.
 - a. A voting session may consist of one or more periods when votes are cast.
 - b. The two ONA voter per device limit is in place to facilitate vote validation by the ONA Credentials Committee.
3. If ONE person is voting from a device, the camera must remain OFF during the voting period. If TWO people are voting from the same electronic device, its camera must be turned ON and both voters must be visible throughout the voting period. No more than two voters may use the same electronic device.
4. Each ONA voter's full name must be displayed continuously in the session participant window.
5. A member attending by telephone shall un-mute and verbally verify their names and address and place their vote orally.
6. Before each voting period begins, the meeting host will announce the amount of time allowed for casting a vote in that voting period (typically one minute).
7. The meeting host will read voting guidelines 3, 4, 5, and 6 immediately before the voting session begins. These instructions may also be placed in chat as a reference for online participants.

8. After a review, any votes cast in violation of these provisions shall be subject to invalidation by the Credentials Committee and ONA Board Secretary.
1. ~~The Board will provide ample and repeated notice of its intent to conduct remote meetings and instructions on how to participate, including the need and option to register no later than 30 minutes prior to each remote meeting.—~~
2. ~~Whenever possible, members utilizing video applications should log in to the meeting using the same address reflected on the voter registry and alert the Secretary if it changes.—~~
3. ~~Members attending by telephone may be asked to verify their names or addresses if the need arises.—~~
4. 9. The Board will work to minimize the need for individualized polling by first seeking unanimous consent or a preliminary, informal indication of whether sufficient disagreement exists to warrant proceeding with formal polling on any particular issue or decision. The President's determinations in this regard are subject to appeal and a vote of the membership.
5. 10. Formal polling shall be conducted by the video application's polling function. When utilized, the Board shall immediately share the results with participants and make downloads of the polling results available upon request after the meeting.
6. 11. The President may conduct a roll call vote whenever they deem it reasonable or appropriate whether voting is in person or by electronic means.
7. ~~The Board will continue to research polling and tabulation options that might be more flexible or easier to use than that provided as part of the video application.—~~

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VI. REVISIONS TO VOTING POLICY

Upon recommendation by the Secretary and Credentials Committee, the Board may revise this Voting Policy as circumstances reasonably warrant. Such revisions are subject to timely appeal and ratification by a vote of the members. The Board shall provide advance notice of such revisions and the right to appeal at least 30 days before they take effect.