

CHARTER OF THE HARLOW NEIGHBORS
RECOGNIZED SEPTEMBER 6, 1978
RESOLUTION NO. 2993

Latest Revision by Administrative Approval
December 16, 1983

ARTICLE I: NAME

The name of this Association shall be Harlow Neighbors.

ARTICLE II: PURPOSE

Section 1. To provide a means of expression and participation for residents, non-resident property owners, and representatives of any business or non-profit organization of the area defined in Article III regarding matters affecting their lives and surroundings.

Section 2. To serve as a channel of communications between the members and the governing bodies making decisions affecting the area and its residents.

ARTICLE III: MEMBERSHIP

Section 1. Membership in this Association shall be open to all interested people (16 years or older) residing in or owning property within the following boundaries: north--Beltline; east--Interstate 5; south--Willamette River; west--Coburg Road.

Section 2. Non-resident property owners of businesses within the boundaries of the neighborhood may have no more than two voting members to represent the business.

Section 3. Membership shall be declared by having one's name and address entered on the "Membership List."

Section 4. Each member shall be entitled to one vote and there shall be no voting by proxy.

Section 5. All businesses and non-profit organizations located in, but not owning property in the area are entitled to have representatives participate as non-voting members.

ARTICLE IV: MEETINGS

Section 1. General membership meetings shall be held at least three times a year with the Annual Meeting to be held in May for the purpose of electing officers and receiving reports on activities conducted during the year. New officers begin their terms the following September.

- Section 2. Executive Committee meetings shall be held at least every three months at a designated time and place.
- Section 3. Members shall be notified of meeting time, place, and purpose by mail or handout prior to any general meeting.
- Section 4. A quorum for the transaction of business at a general membership meeting shall be ten members.

ARTICLE V: OFFICERS AND COMMITTEES

- Section 1. The officers of the association are a chairperson, a vice chairperson, a recorder-treasurer elected for a one-year term by the membership, and all current committee chairpersons. The officers and immediate past chairperson shall constitute the Executive Committee. The Executive Committee may appoint sub-area representatives as needed to serve on the Executive Committee.
- Section 2. Standing committees may be established by the Executive Committee as needed to perform the ongoing business of the Association. The Executive Committee may also establish committees for special projects that are of concern to the membership and/or residents within a geographical subsection.
- Section 3. A Nominating Committee of at least five members shall be appointed by the Executive Committee before the Annual Meeting for the purpose of presenting a proposed slate of officers (whenever possible, a minimum of two nominees for each position) at the following Annual Meeting. The slate shall be distributed to the membership prior to the election. Nominations may be presented from the floor with the consent of the nominee.
- Section 4. A quorum for the transaction of business by any committee shall be a majority of those serving on that committee.
- Section 5. Vacancies on all committees shall be filled by the Executive Committee. A committee member or officer who is absent without notification from three consecutive meetings shall have his place vacated by the Executive Committee.

ARTICLE VI: DUTIES OF OFFICERS AND COMMITTEES

- Section 1. The chairperson shall (1) preside at general membership meetings; (2) see that the purposes of the Association are carried out; (3) supervise the activities of the Association; and (4) serve as an ex officio member of all committees.
- Section 2. The vice chairperson shall preside at meetings in the absence of the chairperson and carry out such responsibilities as assigned by the chairperson or the Executive Committee.

Section 3. The recorder-treasurer shall (1) keep the minutes of all general membership and Executive Committee meetings and provide copies as needed; (2) maintain the official "Membership List"; (3) execute all necessary correspondence for the Association; (4) maintain all financial records.

Section 4. The Executive Committee shall (1) hold regular, open meetings about which the membership has received prior notification; (2) conduct such business and take such action so as to accomplish the goals of the Association; (3) keep the members of the Association informed of their activities and of other matters of concern on a regular basis; (4) have all decisions subject to ratification by the general membership; and (5) schedule and determine the agenda for general membership meetings.

Section 5. The standing committees and special project committees shall (1) select a chairperson to coordinate and report its activities; (2) perform functions as designated by the general membership under the supervision of the Executive Committee; (3) exist only for the length of time necessary to complete the designated project; and (4) submit a report of its activities upon completion of its work (or, in the case of long-standing committees, annually).

ARTICLE VII: DUTIES OF MEMBERSHIP

Section 1. To assure the preservation of the purposes of the Association, the members may remove any member of the Executive Committee. Such an action shall be established by a two-thirds vote of a quorum present at a general membership meeting. It must then be ratified by a two-thirds vote of at least a quorum at the following general meeting. Where it is proposed that an Executive Committee member is to be removed, that item shall be specifically stated on the agenda in advance of the meeting.

Section 2. To assure that the meeting format stimulates maximum participation and meets the needs of the membership.

ARTICLE VIII: AMENDMENTS

Section 1. This charter may be amended by a two-thirds majority of a quorum present at a general membership meeting provided that notification is given before said meeting.

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