

SANTA CLARA COMMUNITY ORGANIZATION

Established 1977

BY-LAWS

(Amended June, & July 2005)

- Article I** **Name:**
- Section 1 The name of this organization shall be the Santa Clara Community Organization
- Article II** **Geographic Area (referred to as "area" herein):**
- Section 1 The Santa Clara Community Organization will encompass that area west of the Willamette River, north of Beltline Road, east of the Southern Pacific Railroad tracks, and south of Beacon Drive and Awbrey Lane.
- Article III** **Purpose and Membership:**
- Section 1 The purpose of the Santa Clara Community Organization is to advocate on behalf of the people living in the area and to represent the community organization's views to Lane County, the City of Eugene and other decision-making agencies, on matters affecting the general welfare and development of the area and facilitating communication within the community.
- Section 2a The membership of the Organization is open to any resident, property owner, or business owner, 18 years of age or older within the boundaries described in Article II.
- Section 2b Membership shall become void immediately upon termination of ownership or residency in the Santa Clara Community Organization area as described in Article II
- Section 3a Voting by proxy or by absentee ballot shall not be allowed. Each member in good standing shall be entitled to one vote. A member in good standing is defined as one who has attended at least one prior general or executive board meeting within the immediately preceding twelve months, and whose name appears on the register of attendance for at least the one required meeting attended.
- Section 3b The Santa Clara Community Organization shall keep and maintain attendance lists for all such meetings for at least 1 (one) year.
- Section 4 No dues are required as a condition of membership.
- Section 5 No member shall represent himself to speak for the Executive Board or for the organization unless specifically authorized by the Executive Board.

Article IV

The Executive Board:

- Section 1 The Executive Board shall consist of nine members
- Section 2 Board members shall be elected to a two-year term which shall terminate in January two years after their election. Election shall be by a majority of the members in good standing who are in attendance at a general membership meeting conducted during the month of January each year. If an election is not held in January, the election shall be held as soon as practical at a general membership meeting thereafter. Board members are entitled to serve until their position is filled as provided in these bylaws.
- Section 3a The Executive Board shall be responsible for making decisions and taking action on behalf of the general membership between general meetings on all matters concerning the purpose of the Organization.
- Section 3b The Executive Board's decisions representing the Santa Clara Community Organization on an issue or issues where the general membership has not yet voted shall be shared with the membership at the next general meeting. The membership may override the Board's decision by a two-thirds vote.
- Section 3c The Board shall represent the Santa Clara Community Organization's opinions to the County Board of Commissioners, the City of Eugene, and any other appropriate decision makers. Such advisory opinions will specify whether the position is one of the general membership or the Executive Board. If there is a minority position on the issue represented by at least one third of those voting, this shall also be presented.
- Section 4 Whenever a vacancy occurs on the Executive Board, that vacancy shall be filled by a majority vote of the members in good standing who are in attendance at the next general membership meeting. The newly-elected board member shall serve for the remaining term of the vacated position. Pending a general membership meeting, executive board vacancies may be temporarily filled by the Santa Clara Community Organization chairperson with the consent of the majority of the members of the Executive Board after a polling of the Executive Board members.
- Section 5 A member of this board who shall absent himself from three consecutive meetings, either executive or general, may have his seat declared vacant by the Executive Board.
- Section 6 A board member may be recalled by a 2/3 vote of the members in good standing at a general meeting. Such a motion may be voted on only after notice has been given at a previous general meeting and the board member who is the subject of the motion has been notified in writing by the Executive Board of the intention to recall him.

Article V

Officers:

- Section 1 The officers shall consist of a Chairperson, Vice-Chairperson, and Secretary / treasurer.
- Section 2 The officers shall be executive board members elected by a majority vote of the membership of the Executive Board in attendance at a regularly scheduled meeting of the board in January following a regularly scheduled meeting of the board at which notice of the election was given and shall serve a one-year term. If an election is not held in January, the election shall be held as soon as practical thereafter. Officers are entitled to serve until their position is filed as provided in these bylaws.
- Section 3 Vacant officer positions shall be filled by a majority vote of the membership of the Executive Board present at a regularly scheduled meeting of the board following a regularly scheduled meeting of the board at which notice of the election was given.
- Section 4 Executive Board officers may vote as Executive Board members.

Article VI

Duties of the officers:

- Section 1 Chairperson: The chairperson shall have general supervisory and directional powers of the activities of the board. He or she shall preside at all meetings of the board and general membership.
- Section 2 Vice-Chairperson: In the absence of the chairperson, the vice-chairperson shall execute all powers of the chairperson and shall have other duties as assigned.
- Section 3 Secretary/Treasurer: The Secretary/Treasurer shall prepare correspondence required of the Board and shall prepare and disseminate notices and publications as directed. The Secretary/Treasurer shall record the minutes of all general membership and executive board meetings and provide copies of the minutes to the City and to the membership as necessary. The Secretary/Treasurer is responsible for circulation and maintenance of the register of attendance. The Secretary/Treasurer shall keep the financial records of the Organization and report at each general membership meeting on the status of the Organization's accounts.

Article VII

Meetings

- Section 1 The Executive Board shall hold regularly scheduled Executive Board meetings and a minimum four general membership meetings each year at times and places set by the Executive Board.

- Section 2 Notice of General Membership Meetings shall be made in such a manner as to ensure as thorough a distribution of the notice as possible to all residents of the community and shall be included in the County public meetings calendar. Notice shall include the meeting date, time, place and agenda.
- Section 3 A quorum at Executive Board meetings shall be a majority of board members. A quorum at General Membership meetings shall be ten SCCO members not including the Executive Board.
- Section 4 Any SCCO member may raise agenda items at a General Meeting, but those items may not be voted upon until the next General Meeting unless two-thirds of those members present at the meeting determine that a time-sensitive emergency exists.
- Section 5 SCCO meetings shall be conducted according to generally-accepted rules and procedures, with an emphasis on allowing those persons present at the meeting to have and opportunity to be heard.

Article VIII Committees

- Section 1 In order to carry out the work of the Organization, committees may be created by a majority vote of the executive board members present.
- Section 2 Committee membership shall consist of interested Organization members appointed by the chairperson.
- Section 3 The chairperson of the Executive Board shall appoint a committee chairperson. The committee chairperson shall be responsible for scheduling committee meetings, establishing agendas, supervising committee work, and reporting to the Executive board

Article IX Amendments:

- Section 1 After adoption, these by-laws may be amended by a majority vote of members in good standing present at a general membership meeting providing the amendment has been introduced at a previous general membership meeting.

Planning Commission. However, the Board may, by separate action, reopen the process by initiating a new advertisement.

(e) After the Board or subcommittee has determined the date, time, location and candidates for Planning Commission appointment interviews, the Planning Director will prepare and transmit a packet to selected applicants the following items:

(i) Introductory letter that will include the interviewing process and appointment schedule.

(ii) List of questions to be completed along with a return, stamped envelope.

(iii) A copy of the Lane Manual provisions regarding the Planning Commission.

(iv) Other pertinent materials deemed necessary, including any significant planning issues identified by the Board.

(f) Copies of the completed questionnaires returned to the Planning Director will be transmitted to the Board or subcommittee.

(g) The Board or subcommittee will conduct oral interviews with selected applicants at the scheduled meeting.

(h) Upon completion of Board or subcommittee selection(s), the Planning Director will prepare and transmit to the Board a Board Order making the appointment(s). *(Revised by Order No. 97-10-21-1; Effective 10.21.97)*

COMMUNITY ORGANIZATION PROGRAM

3.513 Community Organization Program.

(1) Recognition. In order to be officially recognized by the Lane County Board of Commissioners, a community organization must make a written request to the Board for recognition. A copy of the organization's Charter, the name and address of its representative for the receipt of notices and other communication, and the names and addresses of the organization's officers and Board members must accompany the request.

(2) Charter. The organization's Charter shall:

(a) Define the physical boundaries of the community. Any boundary conflict must be resolved by the groups involved. Organizations should have a logically similar community of interest.

(b) Provide for a democratic organization which elects officers periodically for a specified term and encourages the rotation of those officers.

(c) Define the relationship between the officers and the membership as a whole.

(d) Provide for membership which is at least open to persons 18 years of age or older who either own property within the community or who reside within the community. Only nominal membership fees may be required. However, voluntary contributions may be used as a source of revenue.

(e) Include criteria regulating voting.

(f) Provide that all meetings be open to the public and well publicized in advance.

(3) Organizational Responsibilities. Responsibilities of a recognized organization shall be to:

(a) Advise and consult with the County government on matters affecting the community. Such matters would include, but not be limited to, planning, zoning, housing, parks, open space and recreation, human resource delivery systems, traffic and transportation systems, water and sewage disposal systems, and other matters affecting the community. The Board of Commissioners will consider a community

organization's recommendations. The recommendations do not bind the Board, as it must also take into account other factors in making its decisions.

(b) Be informed and familiar with the views and opinions of the people of the community and be able to give an accurate presentation of those views. The organization must be flexible enough to avoid causing unnecessary delays in the County decision making process, and it will be responsible for communicating information from the County to the community and from the community to the County.

(c) Provide that all meetings, including executive committees and subcommittees, must be open to the public. Public notice of a meeting, reasonably calculated to give at least 24 hours actual notice to members of the organization and interested persons, shall be given. The notice shall contain the time and place of the meeting and, if possible, the agenda. A copy of the notice shall be sent to the County Administrator. Notices for regularly scheduled meetings shall be sent in time to be published in the Board's agenda.

(d) Provide that all meetings, including executive committees and subcommittees, shall have written minutes taken, although a verbatim transcript is not necessary.

(e) Distribute notices of upcoming meetings and take minutes.

(f) Keep the Board informed of any changes in its Charter, its officers and Board members, and the name and address of its representative for receipt of notices and other communications.

(4) County Responsibility. Responsibilities of the County shall include reviewing the activity level of each organization every two years. If the organization has not been active during the previous two years, the Board may decide to remove its charter. *(Revised by Order No. 98-1-7-6; Effective 1.7.98)*

3.514 Municipal Community Organizations.

The Board may recognize a community (or neighborhood) organization which has been officially recognized by a city within Lane County, based on guidelines substantially similar to those provided in this section for recognition of community organizations, when:

(a) The boundaries of the community organization are entirely within the boundaries of the city, or

(b) The boundaries of the community organization include areas within and without the boundaries of the city and the community organization has a logically similar community of interest. *(Revised by Order No. 89-12-13-1; Effective 12.13.89)*

STANDING COMMITTEES

3.515 Standing Committees.

(1) Economic Development Committee.

(a) Scope and Function. This committee provides recommendations to the Board regarding Lane County's economic development policies and activities, including:

(i) Development and periodic review of Lane County's Economic Development Plan.

(ii) Analysis of proposed uses of County real estate for economic development purposes.

(iii) Review and analysis of economic development proposals or grants requiring Lane County sponsorship or participation.

Santa Clara Community Organization
Bylaws amendments: Adopted June and July 2005

Present bylaw: Article III: Section 1 The purpose of the Santa Clara Community organization is to represent the citizens living in the area to advise the Lane County Board of Commissioners, the City of Eugene, the Planning Commission and other decision-making bodies with authority affecting the area of the Organization, on matters affecting the general welfare, growth and development of the area.

Bylaw amendment Article III: Section I The purpose of the Santa Clara Community Organization is to *Advocate on behalf of the people living in the area and to represent the community organization's view to Lane County, City of Eugene and other decision-making agencies on matters affecting the general welfare, growth and development of the area as well as by encouraging and facilitating communication within the Community.*

Present Bylaw: Article III: Section 2. The membership of the organization is open to all adults living within the area. Membership is open to adults who live outside the above described area, but who have objectives, interests and purposes similar to those of the Organization. Membership to persons living outside the area may be granted upon presentation at a general meeting and a majority affirmative vote of the membership in favor of such members.

Bylaw amendment Article III: Section 2a. The membership of the organization is open to *any resident, property owner, or business owner, 18 years of age or older within the boundaries described in Article II.*

Bylaw addition Article III: Section 2b. *Membership shall become void immediately upon termination of ownership or residency in the Santa Clara Community Organization area as describe in Article II.*

Present bylaw: Article III: Section 3 Voting by proxy or absentee ballots shall not be allowed. Each member in good standing is defined as one who has attended at least one prior general or executive board meeting within the immediately preceding four months, and whose name appears on the register of attendance for at least the one required meeting attended.

Bylaws Revision: Article III: Section 3a. Voting by proxy or absentee ballot shall not be allowed. Each member in good standing shall be entitled to one vote. A member in good standing is defined as one who has attended at least one prior general or executive board meeting within the immediately preceding *twelve* months and whose name appears on the register of attendance for at least one required meeting attended.

Bylaws addition: Article III: Section 3B. *The Santa Clara Community Organization shall keep and maintain attendance lists for all such meetings for at least 1 (one) year.*

Present bylaw Article IV: Section 3a: The Executive Board shall be responsible for making decisions and taking action in behalf of the general membership between general meetings on matters concerning the purpose of the Organization.

Bylaws Revision Article IV: Section 3a: The Executive Board shall be responsible for making decisions and taking action *on behalf* of the general membership between general meetings on *all* matters concerning the purpose of the organization.

Bylaws addition: Article IV: Section 3b: *The Executive Board's decisions representing the Santa Clara Community Organization on an issue or issues where the general membership has not yet voted shall be shared with the membership at the next general meeting. The membership may override the Board's decision by a two-thirds vote.*

Bylaws addition: Article IV: Section 3c: *The Board shall represent the Santa Clara Community Organization's opinions to the County Board of Commissioners, The City of Eugene, and any other appropriate decision makers. Such advisory opinions will specify whether the position is one of the general membership or the Executive Board. If there is a minority position on the issue represented by at least one third of those voting, this shall also be presented.*

Present Bylaw: Article VII: Section 1: The Executive Board shall hold regularly scheduled Executive Board meetings and shall hold at least four general membership meetings each year at a predetermined place and time to be set by the Executive Board. Executive Board and general membership meetings may be combined at the pleasure of the Executive Board. The Executive Board shall determine the agenda of the general membership meetings a reasonable time prior to the general membership meetings. The notice shall state at least the purpose, time, and location of the meetings. Business at the general membership meeting shall be conducted from a previously announced agenda. At the general membership meeting, any member may raise an additional matter not previously raised or included in the agenda. However, matters raised in that fashion may not be voted upon at the same meeting, but shall be placed upon the agenda of the next meeting of the general membership.

Bylaws Revision: Article VII: Section 1: *The Executive Board shall hold regularly scheduled Executive Board meetings. A minimum of four General Membership meetings shall be held each year at times and places set by the Executive Board.*

Section 2: *Notice of General meetings shall be made in such a manner to ensure as thorough a distribution of the notice as possible to all residents of the community and shall be included in the County public meetings calendar. Notice shall include the meeting date, time, place, and agenda.*

Present Bylaw Article VII: Section 2. A quorum for transaction of business at executive board meetings shall be a majority of board members.

Bylaw Revision: Article VII: Section 3. A quorum at Executive Board meetings shall be a majority of board members. A quorum at General Membership meetings shall be ten SCCO members not including members of the Executive Board.

Bylaw Addition: Article VII: Section 4: *Any SCCO member may raise agenda items at a General Meeting, but those items may not be voted upon until the next General meeting unless two-thirds of those members present at the meeting determine that a time-sensitive emergency exists.*

Bylaw Addition: Article VII: Section 5: *SCCO meetings shall be conducted according to generally-accepted rules and procedures, with an emphasis on allowing those persons present at the meeting to have an opportunity to be heard.*