

# Neighborhood Association Board Officer Orientation

*The mission of SE Uplift is to collaborate with the Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being.*

 [seuplift.org](http://seuplift.org)



# Goals of Neighborhood Associations

Create a welcoming environment for **public participation**

Increase outreach and **diversity of participation** in civic affairs

**Empower** effective community organizing to address community needs

Improve neighborhood **livability**

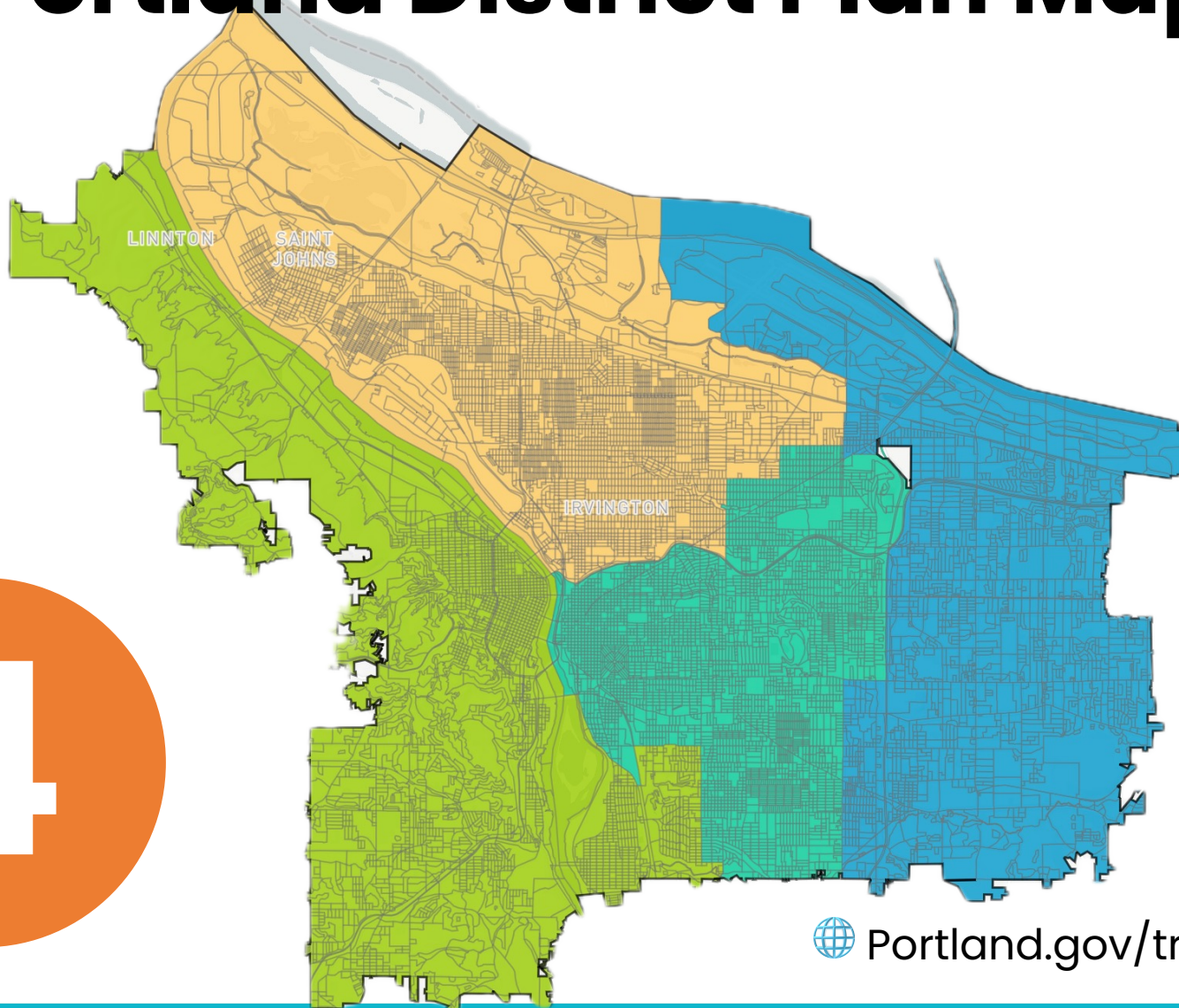


# Portland Neighborhood System





# Portland District Plan Map



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 [Portland.gov/transition](http://Portland.gov/transition)



# City of Portland Office of Community & Civic Life

Coordinates the citywide  
community involvement system

Maintains neighborhood directory

Administers grant funding for the  
coalitions and other programs

Cultivates community-building &  
partnerships



 [Portland.gov/civic](https://portland.gov/civic)

# District Coalition Offices

## What We Do



Offer information, resources and technical support



Provide educational and community events



Community project incubation



Community Capacity Building to support your organization

### Office of Community & Civic Life

- Office of Community & Civic Life Staff
- Commissioner
- City Council

### District Coalition Office

- Coalition Office Board
- Coalition Office Committees
- Staff

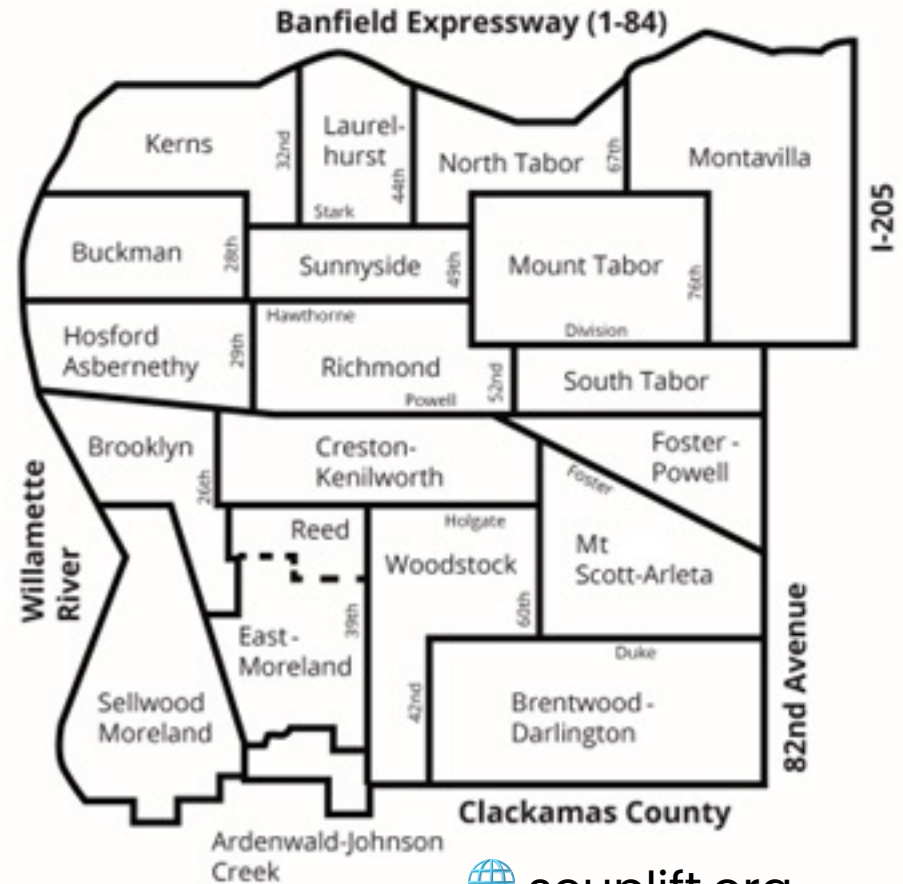
### Neighborhood Groups, Community Orgs, & Individuals

- Neighborhood Association Boards
- Association Committees
- Members & Individuals

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# SE Uplift District Coalition

SE Uplift works to create healthy neighborhoods by empowering communities to create the change they want to see.



 [seuplift.org](http://seuplift.org)



# What We Do

## Community Capacity Building



Funding



Land Use & Transportation



Administrative Compliance



Informational Exchange



Skill Building



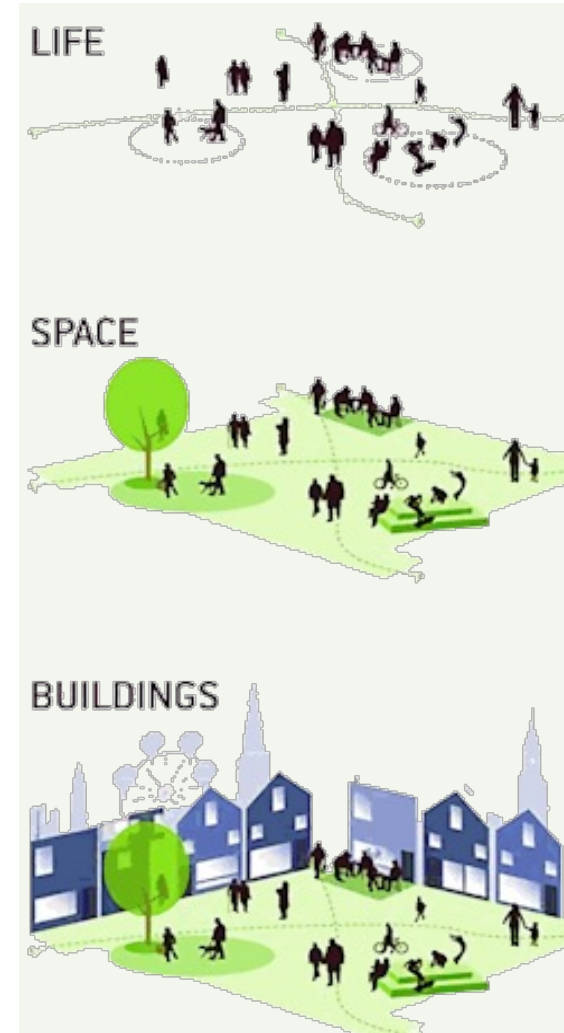
Project / Idea Development

# Land Use & Transportation Committee

## Information Sharing & Advocacy

- District wide forum that meets monthly to discuss land use policies, plans, and issues
- BPS District Liaison Staff regularly present
- Cross-pollinate ideas & strategies
- Build relationships between associations
- Educate community members about issues via guest presenters
- Amplify advocacy efforts

*\* Land Use representatives are encouraged to meet with the SE Uplift Neighborhood Planner to get oriented to their role and attend monthly district Land Use & Transportation Committee Meetings.*



# Neighborhood Associations

## *What You Do*



# Neighborhood Associations

## *What You Are*

Voluntary Participatory Organizations

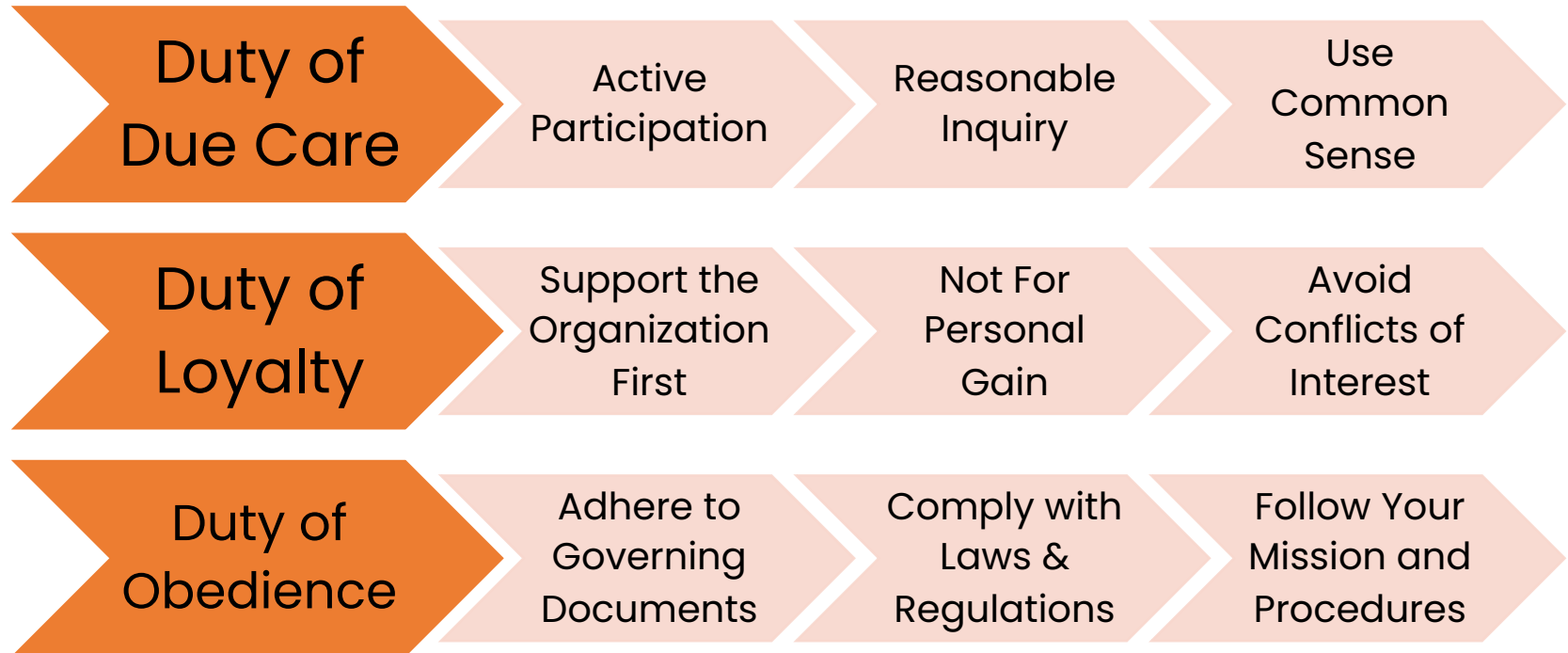
Nonprofit

Geographically Specific

City-Recognized

Grouped by District

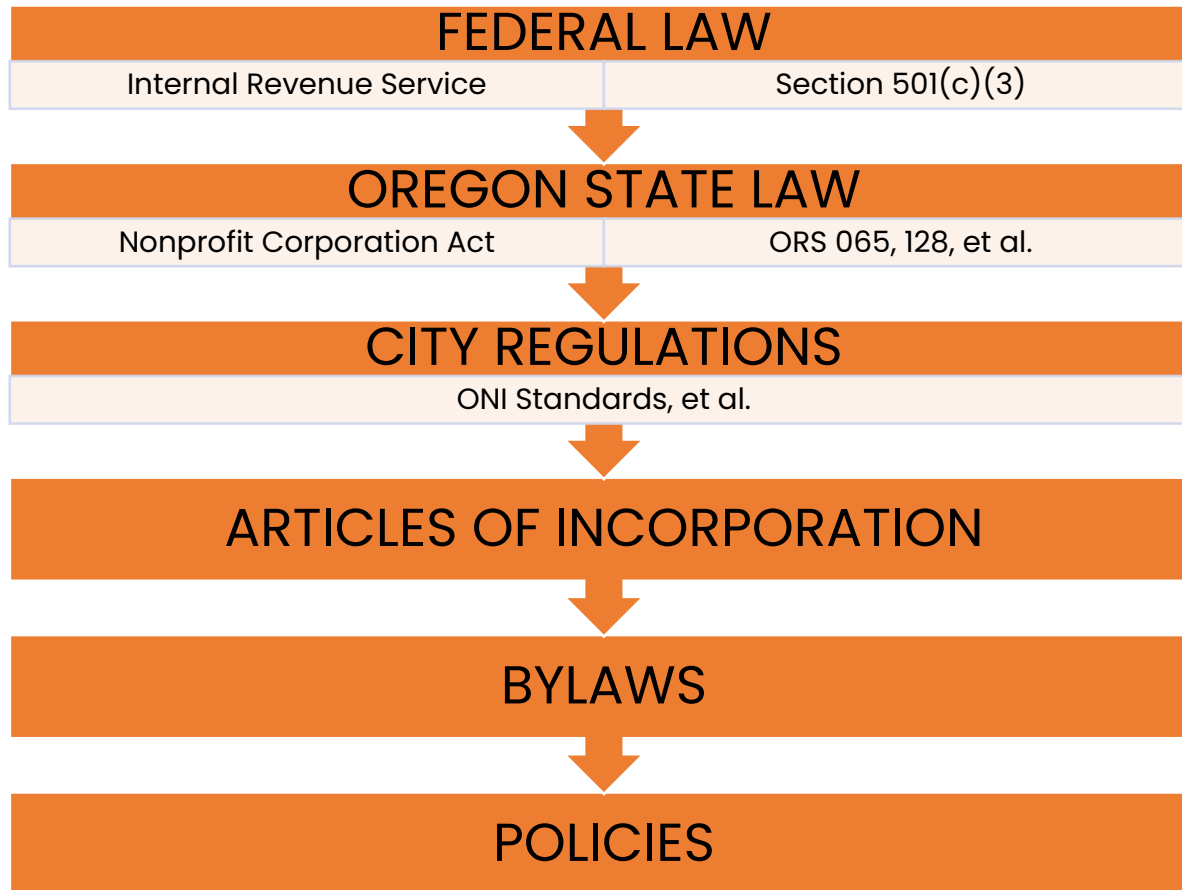
# Nonprofit Duties As Defined by the Oregon Department of Justice





# Nonprofit Sources of Authority

## Document Hierarchy



# Neighborhood Association Bylaws

## Your Governing Document

Your Mission  
& Boundaries

Membership  
& No Dues

Non-Discrimination

Meeting  
Requirements

Grievances

Elections

Terms &  
Duties of  
Board Members

Open  
Meetings  
& Quorum

Executive  
Authority

# Neighborhood Association Officer

## Role Recommendations

### President (Neighborhood Association Chair)

- Sets the agenda for each meeting
- Facilitates board and general meetings
- Calls special and emergency meetings when necessary
- Delegates to the board and/or committees

### Secretary

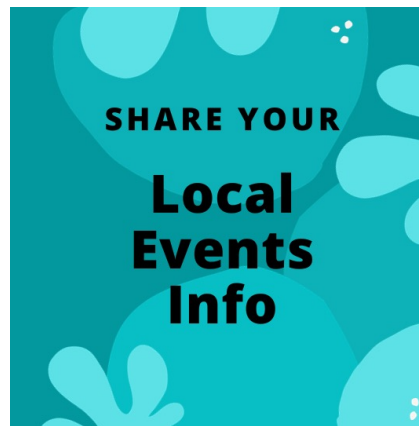
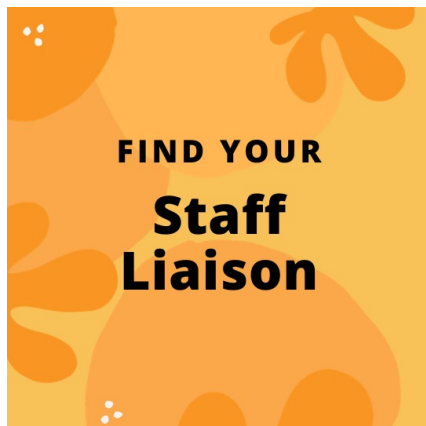
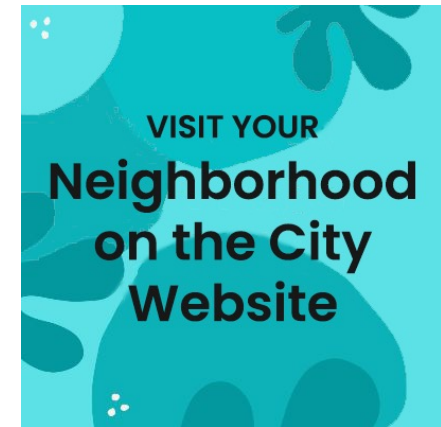
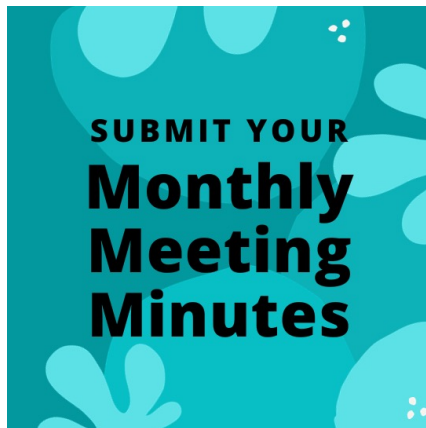
- Provides written meeting minutes of board meetings
- Sends updated board roster to the District Coalition Office
- Ensures written meeting minutes are public & sends minutes and other important documents to District Coalition / Civic Life

### Treasurer

- Accounts for all revenue and expenditures in regular board reports
- Develops budget for the association
- Files Form CT-12 to the Department of Justice
- Files the Annual Report to the Secretary of State

# *Hey, Neighbor! Flyer*

## Essential News for Neighborhood Associations



# Additional Trainings

SE Uplift webinars are recorded and posted in a playlist on our YouTube channel.



Topics include:

- board responsibilities and governance
- fundraising
- communications
- finance and budgeting



[linktr.ee/seuplift](https://linktr.ee/seuplift)



# Advocacy Requests

Neighborhood  
Association



SE Uplift District  
Coalition Office



Action & Next Steps

# NA Quiz Bowl!

Neighborhood Association Rules & Regulations Trivia



# 1. Who can participate as a member of a neighborhood association?

- a. Homeowners
- b. Renters
- c. Property owners
- d. Business license holders
- e. Others as specified in the bylaws
- f. All of the above



## 2. How much notification must your neighborhood association provide to the public prior to an upcoming meeting?

a. 24 hours

b. 7 days

c. 14 days

d. 3 days

e. None of the above



### 3. Notice must state the date, time, place and \_\_\_\_\_?

- a. Approved meeting agenda
- b. All items to be voted upon
- c. The names of all current board members
- d. A brief description of topics on the agenda
- e. None of the above





## 4. How much notification must your neighborhood association provide prior to the annual general election of officers?

a. 24 hours

b. 7 days

c. 30 days

d. 60 days

e. None of the above



## 5. Neighborhood associations can vote at meetings as long as the Chair and at least 2 board members are in attendance?

a. True

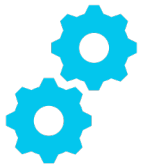
b. False

c. It Depends



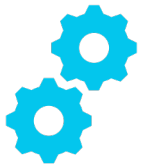
## 6. Board voting takes place:

- a. Over email as long as there is a quorum
- b. On the neighborhood listserv
- c. By another member when you're unable to attend
- d. By raise of hand or similar means
- e. With verbal acknowledgement (e.g. "Aye" or "Nay")
- f. None of the above



## 7. Meeting minutes:

- a. Are the property of a neighborhood association and do not have to be shared with the public
- b. Shall be put in writing and made available to the public
- c. Should include the opinions of participations from discussions prior to the meeting
- d. Serve as a verbatim transcript of the meeting
- e. None of the above



**8. What is the amount of direct notice that should be given to applicants in a land use or liquor license review that will be discussed at your meeting?**

- a. 8 hours before your meeting
- b. 24 hours before your meeting
- c. 48 hours before your meeting
- d. 1 week before your meeting
- e. You do not have to notify them





## 9. What is the length of time that written ballots must be retained after an election vote before being discarded?

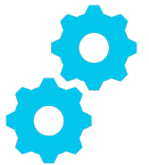
a. 1 week

b. 30 days

c. 60 days

d. 90 days

e. They don't have to be retained



**10. What are the two Oregon state departments that *all neighborhood associations* in Portland must report to annually? Select two.**

- a. The City of Portland
- b. The Secretary of State
- c. The Department of Commerce
- d. The Department of Justice
- e. The Department of Education



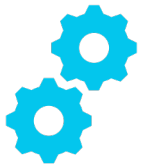
# 11. A grievance can be filed against your neighborhood association if you allegedly violate procedures in what?

- a. Your articles of incorporation
- b. Your bylaws
- c. ONI Standards
- d. Both a & b
- e. Both b & c



## 12. Where should you archive your neighborhood association minutes, bylaws, policies, grievance records, and other important documents?

- a. Board members house
- b. District Coalition Office
- c. Neighborhood school
- d. Portland Bureau of Planning and Sustainability



# 13. Oregon Domestic Nonprofit Corporations such as Neighborhood Associations can take positions on ballot measures and referendums.

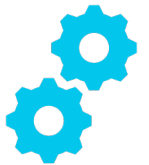
a. True

b. False



# 14. If you have a question related to your Neighborhood Association's operations where should you go first for the answer?

- a. Google it
- b. Look through your bylaws
- c. Call your SE Uplift liaison
- d. Email the Office of Community and Civic Life
- e. All of the above



- Code of the City of Portland, Oregon, Chapter 3.96 “Office of Community & Civic Life”
  - “ONI Standards” – *Standards for Neighborhood Associations, District Coalitions, Business Associations and Office of Neighborhood Involvement*
  - Office of Community & Civic Life Recitals
    - A. Inclusive Structures
    - B. Adaptive Governance
    - C. Fulfilled and Empowered Portlanders
- Nonprofit Association of Oregon, *Resource Library*
- Oregon Department of Justice, *Guide to Nonprofit Board Service*
- Oregon Department of Justice, *Statutes and Rules Governing Oregon Nonprofits*





# Thank You



**QUESTIONS...**



**COMMENTS...**



**IDEAS...**

 [seuplift.org](https://seuplift.org)