

LAUREL HILL VALLEY CITIZENS

CHARTER AND BYLAWS

Initial Charter approved by the Eugene City Council on July 8, 1974.

Revised on January 28, 1981, Eugene City Council Resolution No. 3468.

Revisions approved at the LHVC Winter General Meeting on February 20, 2003.

Additional revisions adopted August 7, 2014

ARTICLE I. Name.

The Name of this organization shall be Laurel Hill Valley Citizens, hereinafter referred to as LHVC.

ARTICLE II. Geographic Boundary.

The boundary of the Laurel Hill Valley Neighborhood is defined by the Plan Area Boundary on the Land Use map included in the 1982 Update of the Laurel Hill Plan adopted as Eugene City Council Resolution 3700 on July 26, 1982. That boundary is approximately described as a line starting where Franklin Blvd. crosses Interstate 5, then running south and west to Birch Street, then following Birch Street to Hendricks Park, then along the east side of Hendricks Park and then following a jagged course generally south, crossing 30th Avenue to the Urban Growth Boundary, then north and east along the Urban Growth Boundary to Interstate 5, then along Interstate 5 to the beginning point. Where there are discrepancies between the adopted map and this verbal description of it, the map determines the actual boundary.

ARTICLE III. Purpose, Activities and Authority.

Section 1. Purpose. LHVC is organized exclusively for charitable and educational purposes under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code. The primary purpose of LHVC is to maintain and improve the community at the neighborhood level and to allow the neighbors to have a voice in community decision making.

Section 2. Activities. To pursue its purpose LHVC may sponsor neighborhood improvement projects and community events; provide forums to identify, discuss, and resolve neighborhood issues; establish and maintain communication with the City and other organizations and agencies; provide education on local issues and local government processes and services; and identify and advocate LHVC's position on land use, transportation, public safety, housing, social services, and other matters affecting the social, economic, and livability aspects of the neighborhood.

Section 3. Authority. LHVC may also involve itself in any matters that are within its authority as granted by the City of Eugene Neighborhood Organization Recognition Policy as adopted by the Eugene City Council.

ARTICLE IV. Membership and Voting.

Section 1. Membership. All persons 16 or more years of age who reside or who own real estate in the Neighborhood, and all businesses and non-profits sited in the Neighborhood, are Members of LHVC. "In the Neighborhood" means within the neighborhood boundaries as defined in ARTICLE II. Membership will terminate immediately for anyone who no longer meets these requirements for membership.

Section 2. Voting. Each Member who is both a person and a Neighborhood resident shall have one vote. There shall be no absentee voting or voting by proxy.

Section 3. Declaring Eligibility to Vote. A person declares eligibility to vote by posting his/her name and address on the attendance log available at each General Meeting. LHVC will keep each attendance log for at least two years.

ARTICLE V. Meetings.

Section 1. Schedule. A minimum of four General Meetings shall be held each year at times and places to be set by the Executive Committee.

Section 2. Notice. Notice of General Meetings shall be made in such a manner as to ensure a thorough and complete distribution of the notice to all residents of the Neighborhood, and shall be included in the City's public meeting calendar. Notice shall include the meeting date, time, place and agenda.

Section 3. Quorum. A quorum at a General Meeting shall be ten LHVC members, not including members of the Executive Committee.

Section 4. Agenda. Any LHVC member may raise agenda items at a General Meeting, but these items may not be voted upon until the next General Meeting, unless two-thirds of those Members present at the meeting determine that an emergency exists and that immediate action is required.

Section 5. Rules. LHVC 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.

ARTICLE VI. Executive Committee

Section 1. Purpose and Duties. The Executive Committee may conduct business and take action as needed to accomplish the purposes of LHVC as defined in ARTICLE III.

Section 2. Representation of Interests. The Executive Committee shall represent the interests of LHVC to the City Council, Planning Commission, Budget Committee or other appropriate officials, commissions, organizations, staff or departments.

Section 3. Membership. The Executive Committee shall consist of Officers and Members-at-Large. The total number of the Executive Committee shall not be less than ten. Executive Committee members must be LHVC members, must reside in the Neighborhood, and must have attended two General Meetings in the one year period prior to their election or appointment. Officers shall consist of two Co-Chairs, a Secretary and a Treasurer, plus such a number of Vice-Chairs as the Executive Committee periodically determines may be necessary.

Section 4. Duties of the Chairs. The Co-Chairs shall coordinate and guide the business and activities of the Executive Committee and facilitate LHVC meetings. The Co-Chairs and Vice-Chairs shall share the responsibilities of being the LHVC liaisons with the City. One of the Co-Chairs or Vice-Chairs shall represent LHVC on the Neighborhood Leaders Council.

Section 5. Duties of the Secretary. The Secretary shall take Minutes of all Executive Committee and General Meetings, and retain such Minutes, LHVC attendance and contact lists, and other records as legally required or as needed for the benefit of LHVC.

Section 6. Duties of the Treasurer. The Treasurer shall receive all LHVC funds, deposit them in financial institutions approved by the Executive Committee, maintain the financial records of LHVC, and pay out funds as authorized by the Executive Committee.

Section 7. Selection of the Executive Committee. The first General Meeting after September 1st of each calendar year is designated as the Election Meeting. Elections for Executive Committee members shall take place at the Election Meeting. Prior to the Election Meeting the Executive Committee shall produce and publish a list of nominees for Executive Committee positions. During the Election Meeting additional nominations shall be solicited from the floor; these nominations shall require a Second. Voting for each Officer position shall be by written ballot, with the person receiving the greatest number of votes being elected to the position. Voting for Executive Committee Members-at-Large position shall be by a written ballot listing all nominees. Each voter shall mark a ballot for or against the election of each nominee. A nominee shall be elected to a Member-at-Large position when a majority of the ballots cast are marked in favor of his or her election. Newly elected Executive Committee members shall take office at the conclusion of the Election Meeting.

Section 8. Vacant Positions. Should no one be elected to the position of Treasurer or to the position of Secretary, or should either position become vacant, the Executive Committee shall appoint an Executive Committee member to perform the duties of the position until the next regular Election Meeting. Should no one be elected to one of the positions of Co-Chair, or should the position become vacant, the Executive Committee shall appoint an Executive Committee member to serve as Co-Chair, with the member taking office immediately upon appointment. A special election shall be held for that Co-Chair position at the next General Meeting, and, if necessary, at subsequent General Meetings until a Co-Chair is elected by the LHVC membership. Should a Vice-Chair position become vacant, and should the Executive Committee determine that

that Vice-Chair position should be continued, the Executive Committee shall appoint a member of the Executive Committee to the position. That member shall serve in the position until its term is scheduled to end.

Section 9. Terms. The term of Members-at Large shall end at the adjournment of each regular Election Meeting, except as detailed in Section 10, Section 12, or in the case of resignation. The term of Officers shall end at the adjournment of each regular Election Meeting occurring in odd-numbered years, except as detailed in Section 10, Section 12, or in the case of resignation. There shall be no limit on the number of terms any Executive Committee member may serve.

Section 10. Residence Requirement. Membership on the Executive Committee shall terminate immediately for anyone who no longer resides within the Neighborhood boundaries.

Section 11. Meetings. The Executive Committee shall meet at least four times a year, usually preceding General Meetings by a time span adequate to plan the General Meetings. The Executive Committee may also hold additional meetings as required or as deemed desirable by the Committee members. A majority of the Executive Committee members shall constitute a quorum at meetings.

Section 12. Attendance Requirement. Any Executive Committee Officer or Member-at-Large who misses three consecutive regular meetings of the Executive Committee shall be determined to have resigned the position. If the vacancy reduces the number of the Executive Committee to below ten members, the Executive Committee shall appoint a replacement Member-At-Large. Vacancies of Officer positions shall be resolved as stated in Section 8.

Section 13. Alternative Methods of Discussion. If all Executive Committee members agree to it, procedures may be established allowing discussion of issues and voting thereon to be accomplished by electronic means, such as e-mail or telephone conference. These procedures shall not be a substitute for meetings otherwise required in this Charter and Bylaws.

Section 14. Notice of Activities. A report of business and actions of the Executive Committee occurring since the last report shall be made at the next General Meeting or shall be published in the Newsletter.

ARTICLE VII. Public Information

Section 1. Frequency. At a minimum, LHVC shall produce public information items as required by the City of Eugene Neighborhood Organization Recognition Policy. Additional public information items may be produced as determined necessary or desirable by the Executive Committee.

Section 2. Newsletter.

- a. As funding and staffing is available, LHVC shall produce a Newsletter.
- b. The purposes of the Newsletter are: to provide notice of LHVC General Meetings; to facilitate discussion on neighborhood issues; to promote neighborhood, community and city events; to share neighborhood-specific

information; to provide information on and foster dialog on elections; to provide recognition for contributions to the neighborhood; to distribute City of Eugene public information.

- c. The Executive Committee shall select a Newsletter Editor. The Newsletter Editor shall automatically become a member of the Executive Committee.
- d. For any newsletters produced or distributed with City funds, the Editor shall work with City staff to produce a newsletter that meets any requirements adopted by the City Council.

ARTICLE VIII. Subcommittees.

The Executive Committee may appoint Subcommittees to research and recommend actions on matters, consistent with the purposes of LHVC. Any such Subcommittee shall have its purpose, authority and sunset date clearly defined by the Executive Committee. Subcommittees shall be required to provide the Executive Committee with timely updates on their activities. Members of Subcommittees must be LHVC members.

ARTICLE IX. Finances.

Section 1. Authority. LHVC may receive and spend funds, and own and dispose of property to further its purposes.

Section 2. Approval. Expenditures shall be made only after approval by the Executive Committee.

Section 3. Funding Sources. LHVC may solicit funds for specific or general purposes, or engage in other fundraising activities. These actions require approval of the Executive Committee.

Section 4. Reporting. Standard accounting practices shall be used for the budgeting, holding and expenditure of funds. Disbursement of funds shall be made only by check. Prior to disbursement of funds, written authorization shall be made by an LHVC officer other than the check signer.

Section 5. Dissolution. Upon dissolution of LHVC, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to a local government for a public purpose.

ARTICLE X. Amendments and Revision.

This Charter and Bylaws may be amended by the following process:

- a. A motion may be made and approved by a majority vote of eligible voters at a LHVC General Meeting at which a quorum is present. The motion shall contain the language of the proposed amendment.
- b. The proposed amendment shall be published in the LHVC newsletter (or, if no newsletter is published, in another public information item notifying Neighborhood residents of the next General Meeting) with a notice that action will be

taken on the amendment at the next General Meeting.

- c. At that next General Meeting, if a quorum is present, the proposed amendment will be presented, discussed and voted upon. Should a quorum not be present, the proposed amendment shall be carried forward to subsequent General Meetings until a quorum can be obtained. In order to pass, an amendment must be approved by two-thirds of those voting.
- d. Should the amendment be passed, it shall then be submitted to the Eugene City Council for affirmation.