

CHURCHILL AREA NEIGHBORS CHARTER

RECOGNIZED JUNE 26, 2007

ARTICLE I NAME

The name of this organization shall be the Churchill Area Neighbors.

ARTICLE II GEOGRAPHIC BOUNDARIES (revised 1/26/04)

The Churchill Area Neighbors encompasses that portion of the territory of the City of Eugene bounded on the south and west by the City limits, on the north by the commercially zoned lots immediately south of West 11th Avenue, and on the east by Oak Patch Road (to its northern terminus with the above-mentioned commercial zoning), south to West 18th Avenue, east to City View and south to the City limits. The neighborhood shall be divided into the numbered areas shown on the attached map, which is hereby incorporated by reference. The Executive Committee may from time to time consolidate, subdivide, or alter the area boundaries.

ARTICLE III MISSION

Section 1 Advise

The Churchill Area Neighbors shall advise the City Council, Planning Commission, and other City boards, commissions, and officials on all matters affecting the neighborhood. The Churchill Area Neighbors shall address all matters which affect the neighborhood in accordance with the City of Eugene's Neighborhood Organization Recognition Policy, Resolution No. 2554, as amended by Resolution No. 3746. The Churchill Area Neighbors shall develop proposals with respect to issues affecting the area as it sees fit.

Section 2 Educate

The Churchill Area Neighbors shall educate the citizens of the neighborhood and facilitate communication between the area residents on matters of common concern.

Section 3 Protect

The Churchill Area Neighbors shall exercise the powers granted to it and allowed by the Eugene Neighborhood Organization Recognition

Policy, Resolution No 2554, as amended by Resolution No. 3746, as is necessary and appropriate.

ARTICLE IV MEMBERSHIP

Membership in the Churchill Area Neighbors is open to all residents and property owners (business or residential), 18 years and older, as defined in Article II.

ARTICLE V VOTING

Section 1 Eligibility

A member must have attended at least one general meeting within the previous calendar year in order to vote for members of the Executive Committee. The Secretary of the Churchill Area Neighbors shall retain the attendance lists for all meetings for the previous twelve month period.

Section 2 Voting

Every Churchill Area Neighbors resident (as defined in Article II) is entitled to participate and vote at any general or Executive Committee meeting. No absentee voting or voting by proxy shall be allowed.

ARTICLE VI OFFICERS

Section 1 Officer Positions

The officers are Chairperson, Vice Chairperson, Secretary, Treasurer and Newsletter Editor.

Section 2 Officer Duties

- a) Chairperson Duties: The Chairperson shall coordinate and supervise the business activities of the Executive Committee of the Churchill Area Neighbors. The Chairperson shall preside at all meetings of the Executive Committee and all general meetings, serve as an ex officio member of all committees, and be the primary contact person for and liaison with the city of Eugene.
- b) Vice Chairperson Duties: The Vice Chairperson shall assist the Chairperson upon request. In the absence of the Chairperson or in the Chairperson's inability or refusal to act, the Vice Chairperson shall execute the duties and power of the Chairperson.

- c) Secretary Duties: The Secretary shall: 1) record and keep records of all meeting minutes (general, Executive Committee or special meetings); 2) record and maintain attendance lists; 3) provide copies of meeting attendance records upon request and; 4) keep a file of any other correspondence or other records as necessary and defined by the Chairperson; all records and files shall be maintained for a minimum of 36 months.
- d) Treasurer Duties: The Treasurer shall receive all association funds, deposit them in a bank approved by the Executive Committee, and pay out funds authorized by at least one other Churchill Area Neighbors officer.
- e) Newsletter Editor Duties: The Newsletter Editor shall see to the publication of the Churchill Area Neighbors Newsletter and oversee the Churchill Area Neighbors website.

**ARTICLE VII
EXECUTIVE COMMITTEE AND AREA REPRESENTATIVES**

Section 1 Executive Committee

The Executive Committee shall consist of the officers of the Churchill Area Neighbors and one person from each of the area neighborhoods (as defined in Article II). In addition, one representative from each adjacent neighborhood shall be granted ex officio status on the Churchill Area Neighbors Executive Committee, if nominated by the Executive Committee or equivalent body, (for example an officially recognized adjacent neighborhood organization).

Section 2 Area Representatives

- a) Terms of persons serving as Area Representatives when this Charter is adopted shall continue until December 2007, for representatives of odd numbered areas, and December 2008 for representatives of even numbered areas. Thereafter, each area representative shall be elected for a two-year term. If a vacancy occurs the Chairperson shall nominate a person to fill the position. The Executive Committee must then approve the nomination at the next general meeting.
- b) Eligibility to serve as an area representative is limited to people who reside in the area represented. Alternatively, if the resident's area already has a representative and the resident works within another area of the Churchill Area Neighbors

Area, the resident can opt to represent the area in which they work (if no resident from that area wants the position).

- c) Area Representatives will facilitate communication between residents of their area and the Churchill Area Neighbors as needed. If necessary, the Area Representative will research the opinion of the area residents and report to the Executive Committee with recommendations for land use actions within the specific area.

Section 3 Executive Committee Meetings

The Executive Committee shall hold regularly scheduled meetings and may hold special meetings when called by the Chairperson or by any three Executive Committee members. All meetings of the Executive Committee are open to the general public.

Section 4 Notice of Meetings

- a) The dates of all upcoming regularly scheduled general meetings and Executive Committee meetings shall be published in the newsletters (when published). Notice of Executive Committee meetings shall also be given to the City of Eugene Neighborhood Liaison Office for public notice. Notice of special meetings of the Executive Committee shall be given to all Executive Committee members and to the Neighborhood Liaison Office for public notice.
- b) Meeting notices shall include the date, time, place for each meeting, and a summary of the agenda.

Section 5 Meeting Agenda

Executive Committee meetings agendas shall include all items requested by the Chairperson or any two members of the Executive Committee. Any participant may raise and have discussed any additional item not previously on the agenda, but that item shall not be voted upon until the next meeting unless two thirds of the Executive Committee members present and voting approve a motion to allow voting at the same meeting.

Section 6 Quorum

A majority of the Executive Committee members constitutes a quorum for the transaction of business. Less than a quorum of the Executive Committee may meet, but not take action on behalf of the Churchill Area Neighbors.

Section 7 Minutes

Minutes of the Executive Committee shall be kept on file by the Secretary (see Article VI, Section 2, Part C). Actions taken by the Churchill Area Neighbors shall be communicated to the area residents via publication of summaries in the Churchill Area Neighbors Newsletter and on the Association website.

Section 8 Powers

The Executive Committee may exercise the powers of the Churchill Area Neighbors as necessary to accomplish the mission of the organization.

Section 9 Voting

- a) Except as otherwise provided in this charter, a majority of a quorum shall be sufficient to determine any matter before the Executive Committee.
- b) Any matter submitted for vote by the Executive Committee shall also be submitted for vote by the participants present at the meeting. The vote of the Executive Committee and the vote of any other Churchill Area Neighbors residents present at the meeting shall be recorded in the minutes.
- c) The vote of the participants at any Executive Committee meeting shall be taken before the final Executive Committee vote on the same issue. The vote of the participants shall be advisory to the Executive Committee, and shall be reported at all subsequent occasions when the vote of the Executive Committee is discussed.
- d) Any decision by the Executive Committee which is intended to represent the view of the Churchill Area Neighbors shall be presented to the members at the next meeting. The members may override the Executive Committee decision by a vote of two thirds of the members present and voting.
- e) In the event of an emergency, the officers may vote on an issue electronically or via telephone polling, the decision to be ratified at the next meeting.

Section 10 Representation

The Chairperson or the Chairperson's designee shall present the neighborhood's opinions to the City Council, Planning Commission, or other appropriate decision makers when required and authorized by a vote of the Executive Committee. The presentation shall include the number of votes for and against the issue by both the Executive Committee vote and the participants vote. If there is a minority

position on an issue, represented by at least one third of those voting in either group this shall also be presented.

**ARTICLE VIII
NOMINATION, ELECTION AND REMOVAL OF OFFICERS AND
EXECUTIVE COMMITTEE MEMBERS**

Section 1 Elections

The officers shall be elected at the annual meeting in February and shall serve staggered two-year terms. Upon adoption of this charter, the Chairperson and Treasurer shall serve until February 2008; the Vice Chairperson, Secretary and Newsletter Editor shall serve until February 2009. Thereafter each officer shall be elected at the general meeting in February for two-year terms.

Section 2 Nominating Committee

A three-member nominating committee shall be appointed by the Chairperson prior to the general meeting in February. Notice of the creation of the nominating committee and the annual election shall be published in the February notice (newsletter or postcard, and on the Association website) by the Churchill Area Neighbors.

Section 3 Candidates

At the February general meeting the nominating committee shall present the proposed candidates for office. The slate of the candidates for office shall be published in the February notice of the Churchill Area Neighbors. At the February meeting, additional nominations for a specific office or Executive Committee position may be made from the floor.

Section 4 Absences

If a member of the Executive Committee is absent from four consecutive meetings (whether regularly scheduled or special meetings), that member's position shall be vacated unless the Committee finds that extraordinary circumstances prevented the member's attendance.

Section 5 Termination

Membership on the Executive Committee terminates at once for anyone who moves out of the neighborhood (as defined in Article II).

Section 6 Vacancies

The Executive Committee shall fill vacancies in the offices of Chairperson, Vice Chairperson, Secretary, Treasurer, and Newsletter Editor by appointment.

ARTICLE IX GENERAL MEETINGS

The Churchill Area Neighbors will hold at least four general meetings a year. One of the general meetings shall be held in February to elect officers. Notice of general meetings shall be provided in the manner described for Executive Committee meetings. All meetings are open to the public. Each participant (as defined by Article IV) is entitled to one vote at the general meetings. The quorum necessary to transact business at general meetings is ten participants.

ARTICLE X NEIGHBORHOOD NEWSLETTER

Section 1 Purpose

The purpose of the Churchill Area Neighbors Newsletter is to distribute information to the area residents (as defined by Article II) and to provide a forum for free expression of opinions and/or issues of interest to the neighborhood by persons entitled to participate in the Churchill Area Neighbors.

Section 2 General Policies

- a) Advocacy positions may be included in the newsletter in an editorial format. The newsletter shall clearly indicate editorial material and guarantee space for timely printing of differing viewpoints.
- b) Commercial advertising shall not be permitted.
- c) The Executive Committee has the ultimate responsibility for the content of the newsletter.
- d) Each issue of the newsletter shall identify the officers of the Churchill Area Neighbors, the Newsletter Editor, and those compiling that issue, if other than the officers or the executive committee.
- e) Each issue of the newsletter shall include a postal address, phone number and email address for submission of articles, letters or other material.

**ARTICLE XI
COMMITTEES**

The Executive Committee may establish committees to conduct the business of the Churchill Area Neighbors. The purpose and authority of each committee shall be specified at the time that the committee is created.

**ARTICLE XII
AMENDMENTS AND CHARTER REVIEW**

This charter may be amended by a majority vote of the participants at any general meeting of the Churchill Area Neighbors, and shall become effective upon approval by the City of Eugene. However, written notice of the proposed amendment must be provided in the Churchill Area Neighbors Newsletter prior to the general meeting.