

**River Road Community Organization Charter**  
December 2009

**Article 1: Organization Name**

The Name of this organization shall be the River Road Community Organization (hereinafter referred to as RRCO).

**Article 2: Geographic Area**

The RRCO will encompass that area as follows:

Begin at the intersection of the centerline of the Willamette River and Beltline. Proceed westerly along the centerline of Beltline to the intersection of Beltline and the Northwest Expressway. Go southeasterly along the Northwest Expressway centerline to the intersection of the Northwest Expressway and River Road. Turn north and go along the River Road centerline to the south boundary of the Capri subdivision extended westerly. Follow the southern boundary of extended tax lot #1704251302700. Go north along the easterly edge of tax lots # 31704251201201 and # 1704251300700, then west along the north boundary of the Capri Subdivision to the south terminus of Lombard Street. Proceed north along the centerline of Lombard Street to the north boundary of the Briarcliff Subdivision. Go east along the Briarcliff Subdivision's north boundary, then north on tax lot # 31704251201201 to Maurie Jacobs Park. Go along the corner of Maurie Jacobs Park to the Willamette River. The Willamette River forms the remaining eastern boundary.

**Article 3: Purpose**

The purpose of the RRCO is to advocate on behalf of the people living in the area and represent the community organization's views 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:

- Facilitate neighborhood improvement projects and social events
- Provide a forum to identify, discuss, and resolve neighborhood issues
- Inform citizens on issues, public process, urban services and elections

**Article 4: Membership**

Section 1 – Membership Eligibility: The membership is open to any person 18 years or older, who resides, operates a business or owns property within the above-described area. Dues shall not be required as a condition of membership. Membership is declared by having one's signature and address on the official membership list. Membership shall be terminated immediately for anyone who no longer meets the eligibility requirements.

Section 2 – Voting Eligibility and Reasonable Accommodation: Each member in good standing is defined as a member who has attended at least one prior General Membership meeting or Executive Board meeting within the immediately preceding 12 months, and whose name appears

on the register of attendance for the meetings attended. Every member in good standing shall be entitled to one vote on all matters before the General Membership. Voting by proxy or by absentee ballot shall not be allowed. Reasonable accommodations will be made to allow members in good standing with disabilities to vote.

## **Article 5: The Executive Board**

Section 1 – Executive Board Composition: The Executive Board shall consist of nine members who are in good standing.

Section 2 – Election Procedures and Term of Board Members: Nominations and election of Executive Board members shall be at a general membership meeting to be held in March of each year. Board members shall be elected by a majority vote of the members in good standing, and shall serve staggered two-year terms. On even number years 4 board members are elected, on odd number years, 5 board members are elected. All nominees shall be given an equal amount of time to address the membership prior to the election. Voting shall be by secret ballot, except a Co-Chair may call for a voice vote by acclamation on a slate of candidates, if there is no objection from any member in good standing. Two board members not up for election shall count the ballots.

Section 3 – Executive Board Officers: The officers of the Executive Board shall consist of two Co-chairs and Secretary/Treasurer. The officers shall serve one-year terms. Officers will be elected by majority vote of the Executive Board at their next meeting following the March election meeting. Should an officer's position become vacant, the position shall be filled by a majority vote of the Executive Board at the next scheduled meeting of the board.

### Section 4 – Duties of the Officers:

Co-Chairs – The Co-chairs shall have general supervisory and directional powers of the activities of the Executive Board. The Co-Chairs shall share the responsibilities to:

- a. Coordinate and guide the business and activities of the Executive Board.
- b. Facilitate Executive Board and General Membership meetings.
- c. Serve as primary contact for the neighborhood.
- d. Act as liaison with County, City and local service districts.

Secretary/Treasurer – The Secretary/Treasurer shall have general responsibility for preparing and retaining records of minutes, meeting notices, correspondence, membership, meeting attendance, and income and expenses of the organization. The Secretary/Treasurer or a designee shall:

- a. Circulate and maintain the official membership list and attendance registers at Executive Board and General Membership meetings.
- b. Record and retain copies of official minutes of all Executive Board and General Membership meetings.
- c. Prepare and retain records of correspondence required of the Executive Board or organization.
- d. Prepare and disseminate notices and publications as directed by the Co-Chairs.

e. Record and retain records of all RRCO income and expenses, make bank deposits, pay out funds authorized by the Executive Board, and report to the Executive Board and general membership on the status of the organization's accounts.

Section 5 – Executive Board Vacancies and Terminations: A vacancy on the Executive Board shall be filled by a vote of the remaining Executive Board members subject to approval by the general members in good standing at the next General Membership meeting. A member of the board who misses three consecutive board meetings, regularly or specially called, shall have his/her place vacated unless excused by the board. Executive Board members may also be removed by a vote of two-thirds of the members in good standing present at a General Membership meeting, if a notice of the recall is provided in the previous newsletter or at a previous publicly noticed meeting. Membership on the Executive Board terminates when the board member is no longer a member of the neighborhood association.

Section 6 – Executive Board Meetings: The Executive Board shall hold regularly scheduled meetings at a predetermined place and time. Special meetings of the Executive Board for any purpose may be called by either of the Co-Chairs.

Section 7 – Notice of Executive Board Meetings: The general membership and the public-at-large shall be notified a reasonable period of time prior to all Executive Board meetings. Notice shall state the purpose of the meetings. A copy of the notice shall be sent to the Lane County Administrator and City of Eugene Neighborhood Services.

Section 8 – Executive Board Authority and Procedures: The Executive Board shall be responsible for making decisions and taking action on behalf of the general membership on all matters concerning the public good and welfare of members. The board may make decisions or take actions at any regular or special Executive Board meeting.

At a meeting, a quorum for transacting business shall be a majority of Executive Board members. Decisions will be made by a majority vote of the Executive Board members present, assuming a quorum has been met.

Written minutes shall be taken that record attendance, a summary of topics discussed, and any decisions made or actions taken. A verbatim transcript is not necessary. When votes are taken on motions, the names of the board members and how they voted shall be recorded in the minutes. Minutes shall be approved, amended or disapproved by the Executive Board at a subsequent meeting. Minutes shall not become official until approved by the board.

In situations calling for prompt action, decisions may be made via e-mail or phone poll between meetings. Board decisions or actions made between meetings require an affirmative e-mail or other vote by a majority of Executive Board members. Decisions or actions made between meetings will be announced and ratified by Executive Board vote at the next Executive Board meeting.

Board actions since last general membership meeting will be shared at the next general membership meeting. All board actions are subject to disapproval by a majority vote of the

general membership at the next general membership meeting should any member in good standing call for a reconsideration vote.

## **Article 6: General Membership Meetings**

Section 1 – Meetings and Notice: RRCO shall hold at least four General Membership meetings each year, including the March board election. The Executive Board shall determine the agenda of the General Membership meetings. The general membership and the public at-large are to be notified a reasonable period of time prior to such meetings. Notice shall also be sent to the Lane County Administrator and City of Eugene Neighborhood Services. Notice shall state the purpose of the meeting.

Section 2 – General Membership Authority and Meeting Procedures: A quorum for the transaction of business at General Membership meetings shall be fifteen members in good standing, as defined in Article 2, Section 4, including members of the Executive Board. Any member in good standing may raise an additional matter not included in the agenda, or call for reconsideration of any Executive Board action taken since the previous General Membership meeting. All members in good standing shall have a vote on any motions. Decisions will be made by a majority vote of the members in good standing present, assuming a quorum has been met. The members in good standing will also be asked to ratify by majority vote any interim appointments to the Executive Board made to fill vacancies that arise between annual board elections. The Secretary/Treasurer shall report on the status of the organization's accounts.

Written minutes shall be taken that record attendance, a summary of topics discussed, and all decisions made and actions taken. A verbatim transcript is not necessary. Minutes shall be approved, amended or disapproved by the Executive Board at a subsequent meeting. Minutes shall not become official until approved by the board.

## **Article 7: Committees**

Section 1 – Creation and Purpose of Committees: In order to carry out the work of the Organization, committees may be created by a majority vote of the Executive Board. The Executive Board shall specify the purpose of each committee and whether it is a standing committee or a special committee with a finite term and charge.

Section 2 – Committee Membership: Committee membership shall consist of interested organization members appointed by the Co-Chairs of the Executive Board.

Section 3 – Committee Leadership and Duties: The Co-Chairs of the Executive Board shall appoint a committee chairperson and secretary. The committee chairperson shall be responsible for scheduling committee meetings, providing notice of meetings to committee members and the Executive Board, establishing agendas, supervising committee work, and reporting to the Executive Board. The Committee secretary shall be responsible for taking minutes of the meetings.

Section 4 – Committee Procedures and Authority: Committee meetings shall be open to all RRCO members. All appointed committee members are allowed to vote, including the chairperson and secretary. In the case of a tie, the motion will not pass, as there is no majority. Written minutes shall be taken that record attendance, all decisions and actions taken, and a summary of topics discussed. A verbatim transcript is not necessary. The chairperson or designee shall provide reports to the Co-chairs of the Executive Board about committee meetings, decisions, progress and activities. Committees or committee members may not take positions or actions representing the RRCO Executive Board or General Membership without specific authorization from the Executive Board or General Membership, respectively, to do so.

## **Article 8: Publications and Website**

Section 1 – Purposes: The purposes of neighborhood publications and the neighborhood web site are to distribute information to the organization’s members about meetings, events, elections and ballot measures, and to facilitate discussion of local neighborhood issues.

Section 2 – Content and Editing: The Co-chairs of the Executive Board shall edit and approve all material prior to printing in the newsletter or e-newsletter, or posting on the website; or they shall designate an editor and/or webmaster to do the review and approval. Advocacy positions included in any publications or on the website shall be identified as editorial material. A forum for alternate viewpoints will be provided on the website. Materials submitted for posting to the website will be screened by the Co-chairs or their designee webmaster to remove content that is offensive or of questionable legality, or content not related to the public purposes of the organization and website. Commercial advertising will not be permitted in publications or websites produced with City funds.

## **Article 9: Finances**

Section 1 – Authority: RRCO may receive funds and employ persons to further its purposes, and may own and dispose of property.

Section 2 – Bank Account: Any funds received shall be deposited in a non-interest-bearing bank account approved by the Executive Board, or managed by the non-profit Eugene Neighbors, Inc. (ENI) under agreements approved by the Executive Board.

Section 3 – Authorization for Allocation of Funds: The Executive Board shall approve the allocation of any monies and grants before expenditures commence.

## **Article 10: Amendments**

After adoption, this Charter 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 publicly noticed meeting.