

May 1, 1995

**OCEANSIDE NEIGHBORHOOD ASSOCIATION
A CITIZEN PARTICIPATION ORGANIZATION
BYLAWS**

PURPOSE

The Oceanside Neighborhood Association is a group of citizens united by geographic location, and organized as an advisory body for effective citizen involvement in the planning and development of matters affecting the quality of life and livability of the community. Citizen participation improves the decision-making process, democratizes and humanizes political and social institutions, increases the responsiveness of governmental institutions, generates a greater variety of information and alternatives to citizens, public officials and elected officials, and enhances individual and group awareness and civic responsibility.

The Association will address, for the Oceanside area, responsibility for the statewide Land Use Goal Number 1 -- Citizen Involvement -- that calls for each city and county to develop a citizen involvement program that insures the opportunity for all citizens to be involved in all phases of the planning process. (Adopted by the State Land Conservation and Development Commission on Dec. 27, 1974, effective Jan. 1, 1975.)

ACTIVITIES

Activities will be determined by the membership and may include but not be limited to land use actions, community plan and development code amendments, consideration of county services, and special community studies. In all activities the Association shall provide for and encourage increased citizen participation. To that end, a copy of the bylaws shall be available upon request..

MEMBERSHIP

Membership is open to all people at least 18 years old who reside in, own property in, or is a business owner or operator within the District. Membership shall be accomplished by completing the membership information sheet. A copy of the Bylaws and membership roster shall be available to each new member on request.

Membership in the Association extends full rights of participation within all programs, including the right of voting in General Membership and committee meetings. A member must have signed the attendance sheet for each meeting in which the member votes.

STRUCTURE & RESPONSIBILITIES

Officers shall serve a one-year term from July 1 to June 30. No Officers of the Association shall receive any financial payment for their services. They may, with membership approval, be reimbursed for expenses incurred on behalf of the Association.

President

1. Conducts General Membership meetings and Officers' meetings.
2. Is Spokesperson in official capacity for the association.
3. Coordinates Officers' actions.
4. Selects representatives to attend meetings and hearings.
5. Coordinates committees.
6. Sets the Agenda items.

Vice-President

1. Serves as President in the absence of the President.
2. Assists the President at the President's request.

Secretary

1. Records minutes of meetings.
2. Keeps membership records.
3. Keeps ongoing list of all committees.
4. Prepares official correspondence or delegates that responsibility.
5. Relays incoming mail to the appropriate officer or committee chairperson.
6. Prepares agenda and mailings.
7. Prepares ballots for the Annual Meeting.

Treasurer

1. Receives and deposits funds of the Association in a timely manner in accordance with Officers' directions.
2. Prepares Accounts Payable for approval of Officers at monthly meeting.
3. Maintains Financial Records and reports monthly at General Membership meeting.
4. Assures that two Officers follow requirement to sign all Association Checks.
5. Prepares annual budget for approval by members at the Annual Meeting.
6. Presents an audited annual financial report.

Historian - appointed by the president

1. Keeps the Association's files, maps and bylaws
2. Maintain archives and general history of the Association

COMMITTEES

There are two standing committees, the Zone and Plan Review Committee and a ByLaws committee, established by these bylaws.

The Zone and Plan Review Committee will represent the various stakeholders/constituencies of the Oceanside community with the diverse thinking that typifies our community. It will provide recommendations regarding land use and related issues to the ONA for community action at the ONA General Meetings. The Committee will be composed of 12 members which will include the four (4) elected ONA officers plus one representative each of the following areas of concern: Commercial Activities; Short Term Rentals; Resident Owners; Non-resident Owners; Non-owner Resident; Environmental Issues; Development/Construction; and one member-at-large. The ONA president will solicit volunteers to serve on the committee who are representative of the various areas of concern. The president will annually appoint persons to this committee which are representative of the areas of concern.

The ByLaws Committee will be composed of five (5) members. The committee will be responsible for reviewing changes to the Association by-laws suggested by the general membership. The committee will prepare reports to the general membership with recommended actions to be taken. Committee members will be appointed by the president annually.

Other committees may be established as needed by the membership. Purpose and time will be established at time of formation.

DISTRICT

The Oceanside Neighborhood Association District shall include those lands and waters deemed within the Oceanside Community growth boundary including area of mutual concern with Netarts.

MEETINGS

All meetings shall be open to the public and be governed by Robert's Rules of Order (current edition).

General Membership meetings will be held monthly on the First Saturday of each month at 10 a.m. in Oceanside, unless the membership is otherwise notified. The June meeting shall be the Annual Meeting for the election of Officers.

The President may call additional meetings due to special circumstances. Every effort will be made to provide as much notice as possible but a minimum two-day notice must be given to all registered

Oceanside Neighborhood Association Bylaws

members as to the date, time and place of the meeting. All actions taken at such meetings must be ratified by the membership at the next regular monthly meeting. Notice of all meetings, stating date, time and place, shall be posted on the Oceanside Community Club bulletin board.

ELECTIONS

Elections shall be held for all Officers during the June Annual General Membership meeting. Nominations shall be opened by declaration of the President at the General Membership meeting immediately prior to the Annual Meeting. Any member of the Association shall be eligible to be nominated for office. Anyone may nominate themselves for office. Any member may nominate an eligible person provided permission of that person has been secured.

Nominations shall be forwarded to the President up to three days prior to the Annual Meeting. Nominations will also be accepted from the floor and treated as write-in candidates at the Annual Meeting.

The Secretary shall prepare ballots for the Annual Meeting, and the Secretary shall read the list of nominees at balloting.

Separate balloting shall be held for the offices of President, Vice President, Treasurer and Secretary. The winner shall be the nominee receiving the highest number of votes, provided the total exceeds 50 percent of the votes cast. In case of a tie between the two top vote getters or a failure of any nominee to receive a majority of the votes cast, a run-off shall be conducted between the two top vote getters.

Voting for Officers shall be held by secret ballot and tabulated by a committee appointed by the President. Newly elected Officers shall assume office on July 1.

Vacancies shall be filled by a vote of the General Membership at the next general meeting to complete the unexpired term of the officer being replaced.

QUORUM

A minimum 26 votes are required to approve any action taken by the Association. A quorum is constituted by having enough members at a publicized meeting to ensure a minimum 26 votes for or against any action taken by the Association.

CONFLICT OF INTEREST

Prior to the start of each meeting, the officers will be asked to declare any conflicts of interest that may exist regarding agenda items to be discussed at that meeting. If an Officer votes or proposes a position on a proposition in which the Officer has a direct special or financial interest, the Officer is obligated to disclose the existence of such interest to the membership. This information shall be made part of the record by the Secretary.

COMMUNICATIONS

Written comments and agenda items will be taken into consideration if received by the President by the Wednesday prior to the Saturday Meeting. Minutes of all meetings shall be distributed to desiring members at least 10 days prior to the next meeting.

All known meetings or hearings effecting the ONA will be announced at the monthly meetings.

Periodic community surveys will be taken when deemed necessary by the membership or officers to verify the attitude of the community at large. Surveys will be distributed to all property owners and other registered members of the Association. Results of surveys will be shared with members at the monthly meeting, mailed out to registered members with minutes and posted in a public location.

MOTIONS

Members attending meetings shall present motions; motions must be seconded before discussions may occur. Members unable to attend a meeting may propose a motion by submitting the motion in writing to the president a minimum three days in advance of the meeting. Any motion presented in writing must be seconded by a member in attendance before discussion may occur.

VOTING

Association actions shall be by majority vote of the members present. Voting shall be by a show of hands unless any member requests a secret ballot.

Minority opposition to a position taken by the Association is encouraged to state its minority position in writing in a timely manner to the President, who shall include that position in any Association report.

BYLAW REVISION

A change to existing by-laws may be proposed in writing at any time to the President. All proposed changes in the by-laws will be forwarded to the By-Laws Committee for consideration. The By-Laws Committee will review and report back to the Association on any proposed by-law changes with a recommendation. Any changes shall be voted on at the next meeting provided that written notice of the changes have been mailed to all registered members 30 days prior to the meeting. Said change will become effective immediately upon the recording of a simple majority (minimum 26 votes) in favor of the proposal at the meeting.

DUES

Dues are not a requirement for membership or voting in Association matters.

Members shall pay a \$5.00 registration fee. Contributions will always be encouraged. Contributions and fund raising activities will be used to offset the cost of the Association.

OCEANSIDE NEIGHBORHOOD ASSOCIATION
MEMBERSHIP INFORMATION SHEET

Name _____

Phone (Oceanside) _____

(Other) _____

Address
(Oceanside) _____

Address
(Other) _____

(Address and telephone information is for Association business only and will not be published.)

Address to be used for mailings _____ Oceanside _____ Other _____

Do you want to receive mailed minutes? Yes _____ No _____ If "Yes" is checked, the Association will charge an annual fee of \$5.

Occupation _____

What are your concerns about our neighborhood? _____

Can you serve on a committee? Yes _____ No _____

Which ones? _____ Neighborhood board _____ Newsletter
_____ Letter writing/testifying _____ Crime prevention
_____ Land use _____ Roads/drainage
_____ Attend County Meetings _____ Type Reports
_____ Other _____

Can you write articles or help with production of a newsletter? Yes _____ No _____

What skills or services can you offer our neighborhood? _____

Will you contribute to the Association? Yes _____ No _____ Amount \$ _____

THANK YOU FOR PARTICIPATING IN YOUR NEIGHBORHOOD!

Signature of Member