

Greater Northeast Keizer Neighborhood Association

Building a Better Community



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Neighborhood Association
BUILDING A STRONGER COMMUNITY



Neighborhood associations play an integral part in the civic life of Keizer Oregon. The officially recognized associations represent nearly every square foot of Keizer. They are independent groups, but are provided support by City government.

For more information please call

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(Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community.)

The purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Building a better Community

A neighborhood association is a group of homeowner, renters, apartment dweller and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves. We provide a voice to the people who need additional support in communicating the needs of the community. (We walk beside you!)

The basic ingredients are people who are willing to work together to create change. Planning and structure people who are will to be a leader or hold a leadership position. Neighborhoods are the heart of a city. For many people, the neighborhood they live in is as important as the house they live in. Most neighborhoods have clearly identifiable characteristics: housing types, appearance, neighborliness, and safety. These characteristics affect the value of the houses in the area as well as the desirability of living in the neighborhood. There are both emotional and economic benefits to having friendly, safe, and attractive neighborhoods.

If you want to preserve or enhance your neighborhood, you must first get to know it. Begin by walking your neighborhood. You will notice the small, but significant, details that make your neighborhood unique. Pay attention to:

Different housing styles; Notice the ages of the homes, is there a unifying element to your neighborhood, a school, a central park, a busy street? Try to find out which houses or structures have historical or cultural significance.

Characteristics of neighbors; as we are out with our families notice the absence or presence of porches, privacy fences, sidewalks, children, and pedestrians around your home. Do you see people outside gardening jogging, biking, and walking for pleasure? What schools, churches, institutions, businesses, and natural amenities are parts of your

neighborhood? How do they contribute or detract from its neighborly feel? This is just some of what I look for personally.

People; Do some streets have higher concentrations of seniors or families with young children? Who are the respected elders in the neighborhood? Do you need support in talking to City Council or County? This is part of what we do advocate for your needs.

Safety issues; Are there sidewalks, streetlights, bike lanes, and well-marked crosswalks? Are hedges and branches trimmed back from the sidewalks and intersections? Are walkways well maintained? Are speed limits and pedestrian laws enforced? This is part of what we do advocate for your needs.

Your neighborhood's political presence in the city; who are the acknowledged community leaders? What is the history of involvement in your neighborhood? Perhaps much of the groundwork has already been laid. Once you have assessed your neighborhood's strengths and challenges, you will be ready to engage your neighbors in the truly satisfying work that lies ahead.

Build community.

Building community means improving your neighborhood's ability to organize and leverage the diverse skills of its residents. Residents want to become better neighbors by getting to know each other and helping each other out.

- Whether it is exchanging skills, such as cooking dinner for a neighbor one night in exchange for having him/her run some errands for you, activities such as these enhance the sense of community.
- Address a particular concern of the neighborhood.

Many neighborhoods become organized when a particular concern emerges in which they can rally around. Residents of the neighborhood may get together to discuss problems and come up with solutions. As an Association, members can work together to resolve the issue and use the many people resources already available within their neighborhood.

- ✓ Improve communication.

✓ Neighborhood Associations can serve as a vehicle to connect neighbors to neighbors. Neighborhood Associations can help strengthen communication between residents and City Staff as to create a better community through cooperative action. In keeping with this philosophy, the City will seek to notify and consult with Neighborhood Associations on matters of neighborhood interest.

Kids

Some ideas for the kids in your neighborhood:

Movie in the park night	Kids or pet parade	Kickball	Crafts
Sidewalk chalk	Lemonade stand	May Day baskets	Scavenger Hunt
Back to School	Make a take book leave a book	Community art / Art in the parks	

Claggett Creek Park Wet Land Project

NEIGHBORHOOD ASSOCIATION PRIMARY CONTACT

The Neighborhood Association primary contact is a volunteer that a recognized Neighborhood Association selects to serve as their primary contact with the City of Keizer. The Neighborhood Association contact serves as the primary communicator between the recognized neighborhood association and the City. Contact information for this individual is available to the public on the City's website and upon request. All City Staff will be notified of the name and contact information for the Neighborhood Association. City Staff will be able to assist the contact to interpret official notices and policies.

The City will seek to notify the Neighborhood Association contact on matters of neighborhood interest. For example, the Neighborhood Association contact will be notified when:

- Significant neighborhood projects are being discussed or proposed such as street reconstruction, park development or redevelopment or land use planning.
- A mailing goes out to residents in the neighborhood related to a City matter or public hearing.

- A developer requests a neighborhood meeting for the purpose of sketch plan review.
- The City is seeking to organize a neighborhood group for resident input.

NEIGHBORHOOD ASSOCIATION EXPECTATIONS

The following expectations exist with respect to the Neighborhood Association: The Neighborhood Association does not speak on behalf of all neighbors at any time and will not limit the ability of any person or entity, including non-recognized Neighborhood groups, to participate on their own behalf. Communication with the Neighborhood Association will not replace the City's traditional methods of direct outreach to residents.

- Neighborhood Associations are strictly voluntary and no Neighbor will be required to participate. Each Neighborhood Association will determine its own priorities and desired level of activity.
- Neighborhood Associations will not assume the role of an administrative or legislative body.
- Neighborhood Associations have no legal authority to enact or enforce property design or maintenance requirements.
- The Neighborhood Association will ensure that the designated contact will forward all relevant and applicable information received from the city to the Neighborhood Association Steering Committee or Board, as well as affected residents, if applicable.
- The Neighborhood Association will notify the city of the organization's priorities and desired level of activity on projects and initiatives through the designated contact.
- The Neighborhood Association will submit annual recognition paperwork to the City and maintain updated bylaws, steering committee/board member lists, and designated contact information with the City at all times.
- Membership fees, when established by the bylaws of a Neighborhood Association, shall be voluntary and shall not preclude any neighbor from participating in the Neighborhood Association

Membership

There are three bodies of membership within a neighborhood association:

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.

2. Committees are task-related groups formed from the general membership that work on a particular project or issue. Some committees meet for a specified project and disband when the project is over, while others are ongoing.

3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

Neighborhood Association Position Descriptions;

President: The President of the neighborhood's association serves as the chief executive officer of the association. The President serves at the will of the Board of Directors and can be removed with or without cause at any time by a majority of the vote by the Board. The President should not allow personal feelings or outside pressures to influence his or her actions.

- Presides at all meetings of the association, including helping the Secretary prepare the meeting agenda, and to begin and close the meeting.
- Appoints all committee and task force chairs. Serves as a member of all committees, except the nominating committee. Serving as official does not mean the President has to attend the committee meetings. The President should not serve as a committee Chairperson.
- Assumes charge of the daily administration of the association.
- Has the authority to authorize specific actions in promoting the Board's policies.
- Leads orderly discussions by tactfully and politely enforcing rules that offer every member a chance to speak for or against a motion.
- Determines whether or not enough members (a quorum) are present to conduct business. Informs people about how the meeting will proceed. Reviews the agenda and explains each motion before a vote.
- Votes to break ties.
- Serves as spokesperson for the Board of Directors in most matters relating to association business. Cannot, without specific Board approval, borrow funds in the name of the association or otherwise act beyond the scope of the authority established by the association documents and its Board of Directors.

Vice President: The Vice President of the association is responsible for performing the duties of the President in the absence of the President. Examples of the types of duties and responsibilities the Vice President may perform are:

- ✓ Coordinates committee chairs and reports progress to the Board.
- ✓ Assumes duties as defined or assigned by the President and/or Board of Directors

Secretary: The Secretary is responsible for maintaining the records of the association, including preparing notices for all meetings of the Board and the membership, and authenticating the records of the association. Examples of the types of duties and responsibilities the Secretary may perform are:

- Takes the minutes of the meetings and keeps a permanent, accurate record of what has taken place in meetings.
- Prepares written minutes for the Board of Directors and reads the minutes of the previous meeting.
- Is familiar with previous minutes in order to provide needed information to the President.
- Receives and handles all correspondence.
- Prepares meeting notices of all association meetings.
- Keeps an accurate list of members' names, addresses, email addresses, and telephone number

Treasurer: The Treasurer is the custodian of the association's funds and financial records. Examples of the types of duties and responsibilities the Treasurer may perform are:

- Coordinates the development of the proposed annual budget for the association.
- Keeps track of all revenues and expenditures; usually signs all checks or vouchers.
- Pays all the expenses upon authorization by the Board and the association.
- Presents a written report each month to the Board of Directors and/or association of the month's disbursements and the balance on hand.
- Prepares all financial reports in accordance with state law and IRS codes.

Committees: Committees play an important and vital role in associations. They help distribute the workload and provide an opportunity for members to get involved, training and preparing future officers and Board members. The President and/or the Board of Directors have the authority to establish committees and task forces needed to carry out the functions of the association. Standing committees continue from year to year. Special committees are appointed or elected for specific assignments.

The role of the committee chair is to head a small group that reports, makes recommendations, and/or acts on specific issues. The committee chair:

- Is usually the first person appointed to the committee.
- May be appointed by other committee members or by the President.
- Meets regularly with his/her committee and reports its activities to the Board

Board Officers:

Board members shall meet after the (annual meeting or list month) general meeting and, by majority vote of the neighborhood organization members present, elect a President, Vice President, Secretary, and Treasurer. Any remaining Board members shall be members-at-large.

Number of Board Members:

The Board shall determine the exact numbers of Board positions annually. There shall be at least four (4) and no more than nine (9) Board members.

Eligibility for Board Service:

Only persons eligible for membership shall be qualified to hold an elected or appointed position.

Board Vacancies

The Board may fill any vacancy on the Board or committees by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his or her successor is elected or appointed.

Election of Board Members

Board members shall be elected annually by a vote of the membership at the annual meeting (or list month meeting is held). The names of all candidates for the Board shall be placed in nomination by a nominating committee or by any member of the Neighborhood Association.

Election requires a majority vote of the membership present.

Duties of Board Officers:

President: The President shall preside at all board meetings and all membership meetings and shall perform such duties as the Board and the membership from time to time authorizes. The 18 Chairperson shall represent the position of the Board and the interests of the Neighborhood Association.

Vice President: The Vice President shall perform the duties of the Chairperson in the Chairperson's absence and as authorized by the bylaws or regulations of the Board.

Secretary: The Secretary shall record and maintain minutes of Membership and Board meetings, assist the Chairperson with correspondence and maintain the non-financial files of the Neighborhood Association. The Secretary will maintain a list of Board members and their terms.

Treasurer: The Treasurer shall have charge of all funds belonging to the Neighborhood Association and shall receive, deposit and disburse funds for the Neighborhood Association in a

bank(s) or financial institution(s) in such manner as designated by the Board. The Treasurer shall make financial reports as directed by the Board.

Powers of the Board:

The Board shall be responsible for all business coming before the Neighborhood Association and for assuring that members are informed of business that affects them through reasonable means of notification. The Board has the responsibility of acting in the best interest of the neighborhood but is not specifically bound to act according to the desire of the majority of members attending a particular meeting.

Volunteering

Volunteering is a great way to improve the neighborhood and provides an opportunity for neighbors to get to know each other. Volunteers can participate in clean-ups, help neighbors in need, provide rides to elderly neighbors who need it, adopt a vacant lot, and facilitate many other kinds of action. The possibilities for volunteering are almost endless. The neighborhood association can connect people to make volunteering easier and can create committees to match people up with issues they care about or areas where their skills would be helpful. You can even organize events and friendly competitions with your neighborhood organization like block parties or lawn decorating. The neighborhood association also helps to allow group action for larger projects that would be hard to tackle alone.

Activities to be planned out are as follows;

1. Neighborhood cleanups
2. Plan a block party or education event (fire prevention for example) (National Night out)
3. Walking school bus (organization a walking group to schools)
4. Neighborhood clean-up
5. Street improvements
6. Park improvements
7. Youth projects
8. Tree planting
9. Community gardens
10. Tool lending libraries
11. Paint swap
12. Adding signage
13. Grocery program (work with local establishments like neighborhood centers to have fridges that sell perishable items, frozen vegetables, or sell common necessary items (ex. Paper towels). You may be able to organize food delivery service and online grocery deliver necessary products (like fresh produce) to a central location in your neighborhood or your home after examining costs and benefits. In some communities, even gas stations and hardware stores are contributing by selling some necessary grocery items to neighbors. A rideshare to a grocery store may also help many residents access healthy food.