



Congratulations On Being Elected to Your Neighborhood Association Board!

Whether you are a new board member or a returning board member who has been serving with your neighborhood association for years, **we want to thank you for your time and dedication!**

It is volunteers like you that make Portland such a great place to live. As you venture into the coming year as a community leader, please know that all of your efforts will help to improve the quality of your neighborhood now and for generations to come. And while these efforts may require some hard work, they are also about having a good time with your neighbors!

This packet is a resource to help you understand and succeed in your role as a neighborhood association board member. Inside you will find information about Portland's neighborhood system; SE Uplift, your neighborhood coalition; your responsibilities as a board member; voting and decision-making requirements; and some helpful documents outlining best practices to operate your NA board.

Your neighborhood association can rely on SE Uplift and particularly your staff liaison, for support and guidance. Your staff liaison is happy to meet one-on-one to answer any questions or concerns you may have. Please feel free to contact them for encouragement and guidance at any time. WE look forward to working with you this year!

Sincerely,

SE Uplift Staff

Your Guide to Success

Support & Resources

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Online Resources

Visit SE Uplift’s website (seuplift.org) for an electronic version of this packet and additional resources including information on:

1. [Communications & Outreach](#)
2. [Meeting Facilitation](#)
3. [Community Guidelines](#)
4. [Land-Use & Transportation](#)
5. [Fiscal Sponsorship](#)
6. [Fundraising & Grants](#)

7. [So much more!](#)

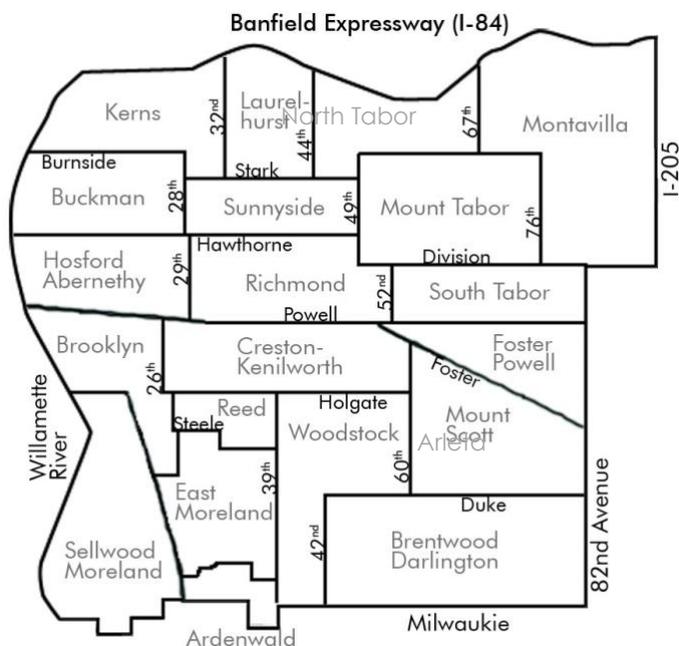
What is a Neighborhood Association?

If you live in Portland, you live in one of our city's officially recognized 95 neighborhoods—each armed with its own association. A neighborhood association serves its residents by holding a warm and encouraging space for community action and input. These are places for neighbors to come together to address various issues and hopes for their neighborhood and that aim to create a platform from which all neighbors can effectively work to improve their communities.

Neighborhood Associations...

- Communicate Activities and Ideas: Organize forums, write and distribute neighborhood newsletters and keep neighbors connected
- Build Community: Plan block parties, movies and concerts in the park, festivals, clean-ups, tree plantings, foot patrols, neighborhood emergency teams, and other events
- Advocate for Their Community: Represent neighborhood interests to local government, participate on policy committees, develop grassroots campaigns and provide input for land use and planning decisions

Who is Southeast Uplift Neighborhood Coalition?



SE Uplift is where neighborly aspirations come to life. Since 1968, the SE Uplift Neighborhood Coalition has provided critical staff and organizational support to thousands of neighborhood association volunteers fostering vibrant and diverse neighborhoods within our coalition. Work with us and discover grants and financial support, workshops, partnerships and strategies for influencing city policy and priorities. We want to help you create and care for the community you dream

SE Uplift Liaison Services for Neighborhood Associations

Your liaison will work with you to make sure that not only the needs of your neighborhood get met, but that your needs as a volunteer are heard and supported. Below you will find a list of services you can expect each year as well as services available by request.

Services Provided by Your Liaison or Other SE Uplift Staff:

Base level of support to Neighborhood Associations and other Groups who meet eligibility criteria:

- Attend neighborhood meetings twice a year to support the annual elections process and share information.
- Conducts board member orientation by providing resource materials at elections, invitations to trainings, and hosting bi-annual new board member orientations.
- Support annual election preparation by providing process and communication resources.
- Send reminders on, and provide assistance with, submitting communication funds proposals and reimbursement requests.
- Send reminders and provide assistance to ensure compliance with annual filings requirements.
- Connect members with appropriate bureau(s), organizations, resource(s), other SE Uplift program staff, and other volunteers when a need is identified.
- Help answer organizational process, structural, policy, or procedural questions and share best practices in areas we have knowledge/expertise.

Upon request, and depending on availability, liaisons may also be able to do the following additional support:

- Lead or assist with an annual visioning or goal setting session
- Promote neighborhood events through SE Uplift's communication channels.
- Consult on strategy and planning for various events or trainings.
- Connect you and your board with other NA leaders for resource and information sharing; trainings and resources offered by the City and partner organizations; and advocacy efforts and resources at the coalition and city-level.

- Attend additional neighborhood association meetings when a need is present.
- Brainstorm and/or support: community building efforts; communication strategies; diversity, equity, inclusion efforts, and other efforts to increase civic engagement, leadership development, and community building.
- Work with neighborhoods to capture information and data to use in: reports, best practices, toolkits, and more.
- Help with trouble-shooting other organizational issues or barriers the NA comes across.

Funding & Support for Neighborhood Associations

SE Uplift has five programs managed by SE Uplift staff aimed at providing our neighborhood associations (NAs) access to funding and support. This page provides a brief overview. Go to our SE Uplift's staff page for the point person or connect with your staff liaison.

Communications Funds:

Each year SE Uplift provides our NAs with a small amount of funding that can be used for communication and outreach efforts. Communication funds become available in October, are accessed on a reimbursement basis, and must be spent by the following September. To receive funds, NAs must first submit a proposal approved by their board outlining how they plan to use their funds.

To see a copy of your most recent communication fund proposal approved by your board, review your NA's fund balance or discuss the reimbursement process, please contact SE Uplift Operations & Events Manager.

Fiscal Sponsorship:

SE Uplift can provide your NA with fiscal sponsorship, which will allow you to apply for grants and solicit tax-deductible donations under SE Uplift's 501 c3 tax-exempt status. To use SE Uplift's tax-ID, NAs must first apply and be approved for each specific project or event. To simplify this process, NAs can submit one application for all expected projects and events for the year.

Once approved, ALL financial donations generated using SE Uplift's tax-ID must be deposited in your NA's designated account at SE Uplift. ALL in-kind donations generated using SE Uplift's tax-ID must be tracked and reported to SE Uplift. To find out which of your NA's projects currently have fiscal sponsorship, get assistance with the application process, or discuss the reimbursement process, please contact SE Uplift Fiscal Sponsorship Manager.

Small Grants:

SE Uplift is sometimes able to provide grant opportunities for our NAs. Past grant programs have included Neighborhood Small Grants, Graffiti Abatement Grants, and Creative Engagement Grants. When grants are available, SE Uplift will notify NAs through our e-newsletter. For inquiries about the Community & Civic Engagement Small Grants Program please contact SE Uplift Small Grants Manager.

Land Use & Transportation:

Uplift's Neighborhood Planning program supports residents in playing an active role in land use and transportation issues in their neighborhoods. Whether it is advocating for a new crosswalk, examining ways to improve an unimproved street, or advice on how to negotiate transportation decision making at the city, Southeast Uplift can support you and your neighborhood. For support with land use, transportation, or development

issues contact the SE Uplift Neighborhood Planning Program Manager.

** This program is provided through a grant contract with the Bureau of Planning and Sustainability, the terms of which are subject to change.*

Board Responsibilities

As a neighborhood association (NA) board member, it is your responsibility to make decisions and represent the interests of your neighborhood, create an environment where all neighbors can be heard and follow the rules and processes outlined in your bylaws. Additional responsibilities for all board members and for office positions include:

All Board Members

- Review and sign SE Uplift's Diversity, Equity, Inclusion, and Access (DEIA) Code of Conduct.
- Review SE Uplift's DEIA Statement and Glossary.
- Attend NA meetings and events
- Review and enforce NA's bylaws
- Review minutes and financial reports
- Foster participation and an inclusive environment
- Take on an officer position or get involved with a committee, project or event of interest

Chair or President

- Serve as the main contact for the NA
- Set the agenda for each meeting
- Facilitate all NA meetings
- Ensure that adequate notice is provided prior to meetings

Vice-Chair or Vice-President

- Act in the absence of the President/Chair, with the same responsibilities
- Handle other tasks as requested by the

Treasurer

- Lead board in annual budget planning
- Manage incoming and outgoing funds
- Keep complete financial records and report the status of funds at meetings
- Serve as main point of contact for fiscal sponsorship accounts
- File and submit copies of annual state reports

Chair or other board members

Secretary

- Draft, distribute, and finalize meeting minutes
- Submit minutes, sign-in sheets, agendas, and official NA correspondence to SE Uplift
- Maintain organizational records

SE Uplift Board Member

- Oversee SE Uplift's Executive Director and finances
- Shape SE Uplift's services and programs
- Advocate on coalition-wide issues
- Act as ambassador to organization and NA system

Land Use / Transportation Chair

- Receive and respond to land use notices on behalf of the NA
- Act as a resource to neighbors on land use issues
- Participate on SE Uplift Land Use and Transportation Committee (LUTC) which meets monthly

Committee Chairs

- Oversee logistics of committee operations
- Work within the committee's scope and authority
- Inform the board of all activities
- Unless given executive authority, make recommendations to the board for action or carry out tasks to implement board decisions

Discussions and Voting

- The Dos and Don'ts -

Neighborhood associations must follow open meeting laws for discussions and decision-making as defined in the ONI Standards (Note the Bureau name has changed to the Office of Community and Civic Life). Following these requirements can protect you and the board from challenges, legal or otherwise.

Please keep in mind that all NA correspondence must be made available upon request according to the Freedom of Information Act. While this situation is unlikely, consider your communications to be public.

VOTING:

All voting done at NA meetings must be done at meetings open to the public, where a quorum of board members is present (see your NA bylaws for quorum requirements). Only elected board members are permitted to vote at meetings, with the exception of bylaw amendments, annual board elections, and dissolution of the board. For these three items, all members who have consented to membership in your NA are eligible to vote.

Board and general members must physically be present to vote (which includes virtual video or audio presence). Voting by email, mail or by proxy is prohibited. Voting can be done orally, by show of hands or by written ballot. Check your bylaws to see if there are specific procedures in place for the general membership vote on elections.

DECISIONS THAT REQUIRE A VOTE:

- Approval of meeting minutes
- Election of board members
- Bylaw amendments
- Letters of support
- Budgets and the approval of expenses
- Organizing projects or events
- Any positions taken or policy recommendations
 - EX: land use issues, city budget positions, city policy recommendations, etc.

EXAMPLE MOTION & VOTING PROCEDURE

Board Member A: "I move that..."

Board Member B: "I second the motion."

Chair: "It has been moved and seconded that... (repeat motion verbatim, rely on secretary if necessary)"

Chair: "Motion open for discussion..."

At this point further discussion will ensue. If no further discussion is desired, or when discussion has closed, the Chair will proceed with the vote.

Chair:

“All those in favor...All those opposed...Abstentions?”
Followed by a summary declaration of the vote.

DISCUSSION & DELIBERATION:

All discussions and deliberations toward decisions must be made at meetings open to the public, where a quorum of board members is present. Your NA should avoid online discussions on any matter that may be on a future meeting agenda and will require a vote. It's challenging to predict what issues may arise in the future, but we encourage you to err on the side of caution and limit electronic communication when there appears to be a grey area.

Remember, sharing your opinion with the whole board on an issue that effects the public outside of an open meeting (ex: via email) is a violation of open meeting law.

This does not mean that electronic communication can't be used for anything. In general, logistical decisions and the implementation of activities that have already been approved by the board can be done electronically or by committee. Additionally, the one-way distribution of factual background or reference information is allowed.

IS IT ALLOWED OVER EMAIL?

The following table provides examples of common conversations and decisions that can and cannot be made outside of an open meeting. This not an exhaustive list, if you have questions about specific situations, please contact your staff liaison.

Agenda Setting	Sending the chair an agenda item for an upcoming meeting	✓
	Sending the board your opinion on a topic on an upcoming meeting agenda	⊘
Meeting Minutes	Proposing edits to draft meeting minutes	✓
	Approving meeting minutes	⊘
Event & Project Planning	Coordinating logistics like who will bring snacks, what time volunteers should arrive, where to purchase balloons, etc.	✓
	The newsletter committee seeking advertisements (that fit within the policy approved by the board) and getting printing done (at a cost equal to or less than the amount approved by the board)	✓
	Discussing and/or deciding on organizing a new project/event and what the budget for it should be	⊘
Positions & Issues	Sending the board informational handouts / background documents relating to proposed actions or requests for support ex: Documents from a developer, land use applications, draft annual budgets, letters of support, committee proposals, etc.	✓
	Discussing and/or deciding on proposed actions or requests for support.	⊘
Annual Budget †	Notifying the treasurer that they forgot to include expenses for an upcoming event in the draft annual budget they sent out for review	✓
	Sending the board your opinion that the annual budget should allocate more money towards one event over another	⊘
Meeting Logistics	Deciding who should take minutes at the next meeting due to the Secretaries absence	✓
	Deciding to change meeting frequency and/or structure	⊘

Board Best Practices & How to

It is recommended that all board members jointly share responsibility for the many additional duties of their neighborhood association board. While not all of these are required actions, we think they are vital to a healthy neighborhood association and recommend that they be assigned to board members. Does your board. . .

- Do Strategic Planning?**
All board members should help set up a process to determine short term and long term goals, strategies to reach those goals, and ways to evaluate progress. Consider forming a small committee to put together the initial plan, pitch it to the board and then execute.
- Get Materials and Notices Out Early?**
It is the chair's responsibility, generally speaking, to get the notices out in compliance with open-meeting rules, however it can be a large job and having cheerleaders, or someone to help pick up some of the tasks goes a long way. Each board member could help by submitting background documents, contact information, dates and deadlines on any agenda items they suggest.
- Provide Opportunities for Neighborhood Input?**
Consider having a block of time set aside (15minutes or so) to take announcements and thoughts from residents and community members during meetings. Another way to give your membership an active role in your neighborhood association is to hold straw-polls on agenda items that are of particular interest to neighbors.
- Recruit New Members and Foster Participation?**
This is one of the most important responsibilities of any board member and is a task that should receive attention to ensure the ongoing sustainability of the board. Often times the best approach is to peak people's curiosity; when you're chatting with neighbors on the sidewalk, at the park, or a neighborhood association event try and keep the conversation light and focused on their interests or passions. Rather than jumping right in with an ask to join the board invite them to come to a meeting where there might be a presentation on an issue they have expressed interest in, or ask if you can get their email for the list serv.
- Provide Signage for Your Meetings?**
Neighborhood associations often forget to provide signs directing attendees to their meetings. It's a good idea to have a sign on the door where people would be entering the building to let them know they're in the right place and a sign or two in the hallways directing people to the appropriate room. Save on time and money by having a few directional signs laminated. Another approach is to use A-frame sandwich boards painted with chalkboard paint, which allows you to change the information presented as needed.
- Have a Greeter?**
Have a board member (or two!) stationed at the sign-in table to greet attendees, hand out name tags, brochures, welcome packets and answer any questions they may have. This is a great task to "round- robin"; giving each board member a turn. Everyone should share in the responsibility of making sure your meeting is welcoming to all.

Provide Welcome Packets or Neighborhood Info Sheets?

Welcome packets are a great way to instantly make a new person feel welcome when they walk in the door. These can equip new attendees with all the basic information about your neighborhood association's meetings, board members, committees and upcoming events.

Do Introductions at EVERY meeting?

Welcome new attendees at the beginning of each meeting. Make introductions a standard agenda item so that everyone will be more comfortable. If your meeting is small (10 or fewer) you could include an icebreaker; a favorite at SE Uplift is having people share their official, or unofficial, spirit animal – you'd be surprised how much you can learn about a person with this question!

Address New Attendees?

Don't assume that everyone in the room knows how the meeting will run. Go over the agenda, explain ground rules and allow time for questions to ensure that everyone understands the process.

Allow Social Time at or in Addition to Your Meetings?

Provide 10-15 minutes in the beginning of the meeting to allow an opportunity for neighbors to network and get to know one another. Some neighborhoods also hold quarterly and/or annual neighborhood social events.

Provide Refreshments?

Have board members provide potluck snacks or get donations from local coffee shops or restaurants for your meetings. If you need help soliciting donations, or if you feel the ability to offer a tax deduction for donations would be helpful, contact your SE Uplift liaison to learn about the benefits of fiscal sponsorship.

Follow-up with New Attendees?

Use the information gathered on the sign-in sheet to call or email new members. Check in to see how their first meeting experience went, find out if they have any particular areas of interest, and share information about projects, committees, and other opportunities for participation. This is another task that would benefit from the "round-robin" approach. Have a different board member take the responsibility each month. Establish consistency and add to the ease of the task by drafting a template email that each board member can use when their turn comes around.

Periodically Relocate Meetings?

Change your meeting location temporarily during the summer or around holidays to reach new neighbors. Have meetings in coffee shops, restaurants or neighborhood parks to change up the atmosphere and make your meetings more social, accessible and festive! Just make sure to notify neighbors of the change and update your media.