

Neighborhood Leadership Alliance

Guidelines and Policies

SECTION I—NAME AND IDENTITY

The name of this body shall be the Neighborhood Leadership Alliance (hereinafter “NLA”).

SECTION II—PURPOSE

The purpose of the Neighborhood Leadership Alliance (NLA) is to provide a direct and continuing means for neighborhood association constituent participation and input to the City Council from a neighborhood and community perspective. To facilitate this purpose, the NLA will provide:

- A. Recommendations, as requested by Council, on the City’s review of plans, ordinances and policies affecting how the City manages growth within the urban area and considers and implements the planning goals for the community.
- B. Continuing input to Council on the recommendations and needs of the Neighborhood Association constituents, particularly during Council planning and goal setting, and as otherwise scheduled by the City for advisory committees.
- C. Advisory input to the City Council and City staff on pertinent issues that affect well-designed, well-connected, diverse and safe neighborhoods, in light of Council goals and strategic plans.
- D. In coordination with the Bend Planning Commission and other appropriate committees, provide for increased civic engagement and education for neighborhood association constituents, including planning for an evolving vision of Bend to keep the city vital, and emphasizing quality of life for all residents.

SECTION III—REPRESENTATION

A. NEIGHBORHOOD ASSOCIATIONS

The NLA recognizes NAs that are recognized by the City of Bend. Each NA may have one representative to NLA (“NLA Representative”). Each NA will use its own process for nominations/preferences for its NLA Rep, and Chair (or Vice-chair) and will notify the NLA and the City whenever there is a change of representation or contact information.

By a two-thirds vote, the NLA may recommend to Council that an NLA Representative be removed and replaced. The Council has independent authority to replace a member of a permanent board, committee, or commission at any time.

Conditions for recommending removal from the NLA may include:

- Lack of Attendance – Lack of attendance is defined as missing three (3) consecutive unexcused NLA meetings or more than six (6) regular meetings in a single year.
- An NLA Representative no longer meets the criteria for membership within the NA he/she represents on the NLA. It is the responsibility of each NA to notify the NLA

Chair or Vice-chair when an NLA Representative does not meet an NA's criteria for membership.

- Failure to fulfill NLA Representative expectations as outlined in SECTION VI—MEETINGS.
- Other conduct considered detrimental to the NLA or its purpose.

B. TERMS

Appointments are made for terms not to exceed four years and will expire either January 1 or July 1 depending on the date appointed, if a replacement appointment has been made. NLA Representatives may serve two consecutive terms, or six years, whichever is greater. Unless otherwise recommended to the Council by the Mayor, an incumbent seeking reappointment will be considered along with other applications. If no replacement is appointed to replace an NLA Representative whose term is expiring, the NLA Representative shall remain in office until a replacement is appointed, if able.

C. DISCUSSION PARTICIPANTS AT NLA MEETINGS

A limit of one person per NA may participate as an NLA Representative in NLA meetings. The City's staff Liaison also sits at the table. City Council liaison(s) are welcome, and will be seated at the table. The role of the Council liaison is to listen, explain Council's position in light of adopted goals as known and articulated, or explain Council's expectations for the NLA, but not to lobby or influence the NLA on any item under consideration.

D. QUORUM AND VOTING

- a) A quorum of the NLA consists of a majority of currently appointed members.
- b) All voting requires a quorum to be present.
- c) When a quorum is present, a majority of those present shall be sufficient to carry a vote.

E. NOTICE AND COMMUNICATION

City staff shall maintain a current roster of each NLA Representative's contact information, accessible by contacting the City staff Liaison. E-mail shall be the accepted standard for City staff to provide notices and transmit documents, correspondence and information.

NLA Representatives are expected to adhere to applicable Oregon Public Meetings Law (ORS 192.610 to 192.690).

SECTION IV—OFFICERS

A. ELECTION OF OFFICERS

- a) The officers of NLA will be a Chairperson and a Vice-Chairperson ("Chair and Vice-chair" or "Chairs").
- b) Annual elections will take place at the first meeting of each calendar year.
- c) The terms of office shall be one year, from the time of election until the first meeting occurring in the following calendar year. In the event of an interim election, the term of office will run until the first regularly scheduled meeting of the following calendar year.

B. DUTIES OF OFFICERS

CHAIR AND VICE-CHAIR:

- a) Communicate as appropriate with City Officials
- b) Along with the City staff Liaison, act as the primary NLA spokespersons for the media, including any form of press, blogs, social media, etc., unless otherwise directed by the City Council.
- c) Prepare documents and correspondence, or delegate these tasks and approve the documents before distributing
- d) Act as the NLA spokespersons for presenting to Boards, Commissions, City Council, media, outside agencies, etc. or may delegate this to another NLA Representative, if appropriate
- e) Delegate tasks to other NLA Representatives at their discretion
- f) In the absence of the Chair, the Vice-chair shall assume responsibility for the business of the NLA
- g) Work with City staff to set NLA meeting agendas and lead NLA meetings

SECTION V—COMMITTEES AND WORKING GROUPS

A. COMMITTEES

The NLA may establish standing committees to address continuing issues and needs. It is expected that the workload of these committees will vary over time.

Membership of these committees is voluntary. A chair shall be elected from among the membership of each committee.

All work products will be considered as recommendations to the NLA. After being reviewed and edited to the satisfaction of the NLA, the products should be reviewed by the City Attorney's office prior to being returned to the NLA for adoption.

Committees will generally be considered governing bodies subject to Oregon Public Meetings Law in that they are typically tasked with making recommendations to the NLA or another governing body. Committee members are expected to adhere to applicable Oregon Public Meetings Law (ORS 192.610 to 192.690).

B. WORKING GROUPS

The NLA may establish ad-hoc working groups to address individual topics as directed by City Council or identified by the NLA. Working groups are expected to be time- or goal-restricted, and will dissolve thereafter.

Membership of working groups is voluntary. A chair shall be elected from among the membership of each working group.

Approval and acceptance of the work product will follow the same process stated above for committees.

Working groups may be considered governing bodies subject to Oregon Public Meetings Law to the extent they are tasked with making recommendations to the NLA or another governing body. In that circumstance, working group members are expected to adhere to applicable Oregon Public Meetings Law (ORS 192.610 to 192.690).

C. CONSULTATION

Committees and working groups may request access to outside consultation, including City staff and subject matter experts, to the extent the budget will allow, and with the approval of the NLA Chair or Vice-chair and subject to staff availability.

D. COMMUNICATIONS

A committee or working group chair may only act as a spokesperson for the NLA when delegated by the NLA Chair or Vice-chair.

SECTION VI—MEETINGS

A. SCHEDULE, NOTICE AND PUBLIC INPUT

- a) Meetings shall occur monthly on a date and at a time to be decided by the NLA. With notice to the group and public, the meeting time or location may be changed or canceled if necessary.
- b) Additional meetings may be called as required to ensure that NLA business may be accomplished.
- c) Meeting notices shall be sent to the NLA Representatives and NA Chairs/Co-Chairs. Meeting notices will also be distributed by the City using its standard processes.
- d) NLA meetings are open to the public as required by Oregon public meeting law. Public comments are welcome during designated public comment time, limited to the scheduled time available on the agenda for the meeting; written comments are welcome at any time.

B. CONDUCT OF BUSINESS AT MEETINGS

- a) **Presiding over meetings** - The meetings will be conducted by the Chair or Vice-chair, as they determine appropriate.
- b) **Robert's Rules of Order** – All NLA meetings will be conducted using Robert's Rules of Order as guidelines, unless otherwise governed by these Guidelines and Policies.
- c) **Balanced participation by NAs** - The participation during each meeting's agenda item will be monitored so that each NA has the opportunity to be fairly represented and heard on each topic. The presiding Chair will utilize discretion to determine whom to call upon next to speak, and to keep the conversation balanced so that this goal is accomplished. At the presiding Chair's prerogative, they may limit the conversation or participation if necessary to accomplish this objective.
- d) **Expectations** – NLA Representatives shall conduct their business with integrity, collegiality and care. They should establish a high priority to attend all meetings and to come prepared to contribute to the discussion of issues and business to be addressed. NLA Representatives should respect the opinions of other NLA Representatives and be receptive to diverse viewpoints in NLA discussions. They should represent the NAs and NLA in a positive and supportive manner through conduct and attitude. NLA Representatives should communicate with their NA boards to ensure they represent the interests of their respective NAs.
- e) **Discuss before deciding** – Meetings will be conducted in such a way that NLA Representatives have an opportunity to hear various points of view before making motions or decisions. This may require holding a topic over to a succeeding meeting

before the NLA makes a determination on a topic.

- f) **Staying on agenda** – The agenda will be distributed prior to each meeting. To allow business to be conducted efficiently, effectively and as planned for each meeting, the NLA participants commit to contacting the Chair or Vice-chair prior to the meeting if they have questions or believe there are items to add to or delete from the agenda.

SECTION VII—NLA TOPICS AND RECOMMENDATIONS

In addition to NLA being a resource for the sharing of information between the City and NAs, the NLA provides continuing input to Council on the recommendations and needs of the Neighborhood Association constituents.

A. TOPICS FOR CONSIDERATION

Topics for consideration may be brought forward by City Council, City staff, or NAs, or may be forwarded by others, including City Boards, Commissions, Advisory Committees or members of the public, provided they are consistent with Council direction and the purpose of the NLA as set forth in City Code. NLA, including its Committees and Working Groups, may request input from City staff and/or consultants in considering current issues, subject to availability and budget considerations.

B. CRITERIA FOR PROPOSING TOPICS TO COUNCIL FOR CONSIDERATION THAT WERE NOT ASSIGNED BY COUNCIL

The following criteria should be considered before moving forward with study of a topic for possibly proposing to Council as an action item or further City consideration, at an appropriate time:

- a) Does the issue have a Citywide impact?
- b) Does the issue impact more than one neighborhood now or in the future?
- c) Is there another entity that is more appropriate to address the issue? If so, should the NLA assign a representative to represent NLA interests with that entity?
- d) Does NLA have the capacity to study and consider the issue?
- e) Is there sufficient time for NLA Representatives to connect with their respective NAs and study and comment on the issue given the timeline of the particular topic?

Based on these considerations a vote shall be taken by NLA Representatives to select topics.

C. PROCESS FOR INCLUDING NEIGHBORHOOD ASSOCIATION INPUT ON TOPICS

NLA Representatives may provide their NA's comments electronically to City staff if they cannot attend the meeting to provide comments in person.

Public comment is welcome on all topics. Use of alternative resources, such as online surveys, may also be considered as tools for the NLA to obtain input.

D. FORM OF RECOMMENDATIONS

The form of NLA's recommendations will be determined on a case-by-case basis, which could include conversations with officials, letters of comment, meeting notes, providing comments

during meetings of other bodies, or other means of communication as appropriate and/or as requested by Council as conveyed by City staff. These communications will be sent to entities or advisory bodies as determined during NLA's discussion of the topic.

The NLA will respect diversity of opinions and seek to present the points of view that are expressed. Depending on the issue, the NLA may not be limited to presenting only unanimous recommendations or only the majority perspective. However, when asked for a recommendation, the NLA will present the majority point of view. If there is a strong minority position, and time permits, that position may be presented as well.

The NLA will attempt to reach consensus on issues whenever possible. However, recommendations shall be adopted by a majority vote of the NLA.

E. ETHICS

It is recognized that, as citizens of Bend, NLA Representatives are all potentially impacted positively or adversely by actions, internal or external, which apply to Bend. NLA Representatives are considered public officials for purposes of Oregon Government Ethics Law and will adhere to the standards and procedures in ORS 244. In addition, even in the absence of an actual or potential conflict of interest recognize by the law, anyone may voluntarily recuse themselves from a discussion if they believe their participation would cause someone to question the value or validity of the discussion. The NLA values open discussion, including the airing of questions about actual and potential conflicts, and relies on that discussion to ensure transparency and trust.

F. ACTIONS BY NEIGHBORHOOD ASSOCIATIONS ON TOPICS

Because the NLA will not necessarily take on every topic, and because certain topics may have a higher level of interest within some NAs as compared to others, all NAs are encouraged to communicate and advocate for their own points of view and interests on any topic. While citizens can make reference to actions taken by NLA or to documents NLA has produced, only City staff and NLA Chairs are authorized to make comments on behalf of NLA to any official, Board, Commission, Council, the press, blogs, social media or any other body.

SECTION VIII. ADDITIONS, DELETIONS, AND MODIFICATIONS

With the approval of a majority of the NLA, these Guidelines and Polices may be modified.