

## Notification for Meetings

Neighborhood association meetings must be open to the public, with a minimum of seven (7) days notice provided. Seven days advance notice is required for all general, board and special membership meetings, however more notice is suggested. Methods of notification vary from neighborhood to neighborhood, however, it is required that each association make a good faith effort to reach a majority of the membership. The more people you're able to reach, the more participants you may potentially have at neighborhood meetings and events and to contribute to the important discussions and decisions made by your neighborhood association.

In addition to general notification, direct notice must be made to members of a board or committee that is meeting, as well as media or any individuals that may have requested that they be notified. At a minimum, direct notice must be provided to those parties at least 24-hours prior to the scheduled meeting.

In the event that an emergency situation occurs requiring a decision to be made in less than the standard 7 days notice, a neighborhood association may call an emergency meeting. A minimum of 24-hours notice is required to the general membership as well as any parties who are known to have a direct interest in the topic to be discussed at the meeting. The emergency matter at hand is the only topic that may be discussed. The meeting minutes must describe the emergency situation and the reasons why the meeting could not be delayed to allow 7 days notice. Some neighborhoods outline specific procedures for calling an emergency meeting, so be sure to refer to your bylaws in advance.

Notice for all general, board, special and emergency meetings must contain the date, time and location of the proposed meeting. Neighborhood associations are also encouraged to provide a brief description of the agenda topics to be discussed. Additional topics may be added to the agenda by request at the meeting.

### **Methods of Notification**

- Websites, email distribution lists or listservs
- Print or electronic newsletters
- Public bulletin board or kiosks
- Regularly scheduled community newspapers
- Door-to-door distribution of flyers at residences and local businesses
- Phone trees
- Press releases or faxes
- Or any other method apt to reach the membership

*In addition, meeting times and locations are posted on SE Uplift and the ONI PortlandOnline website.*