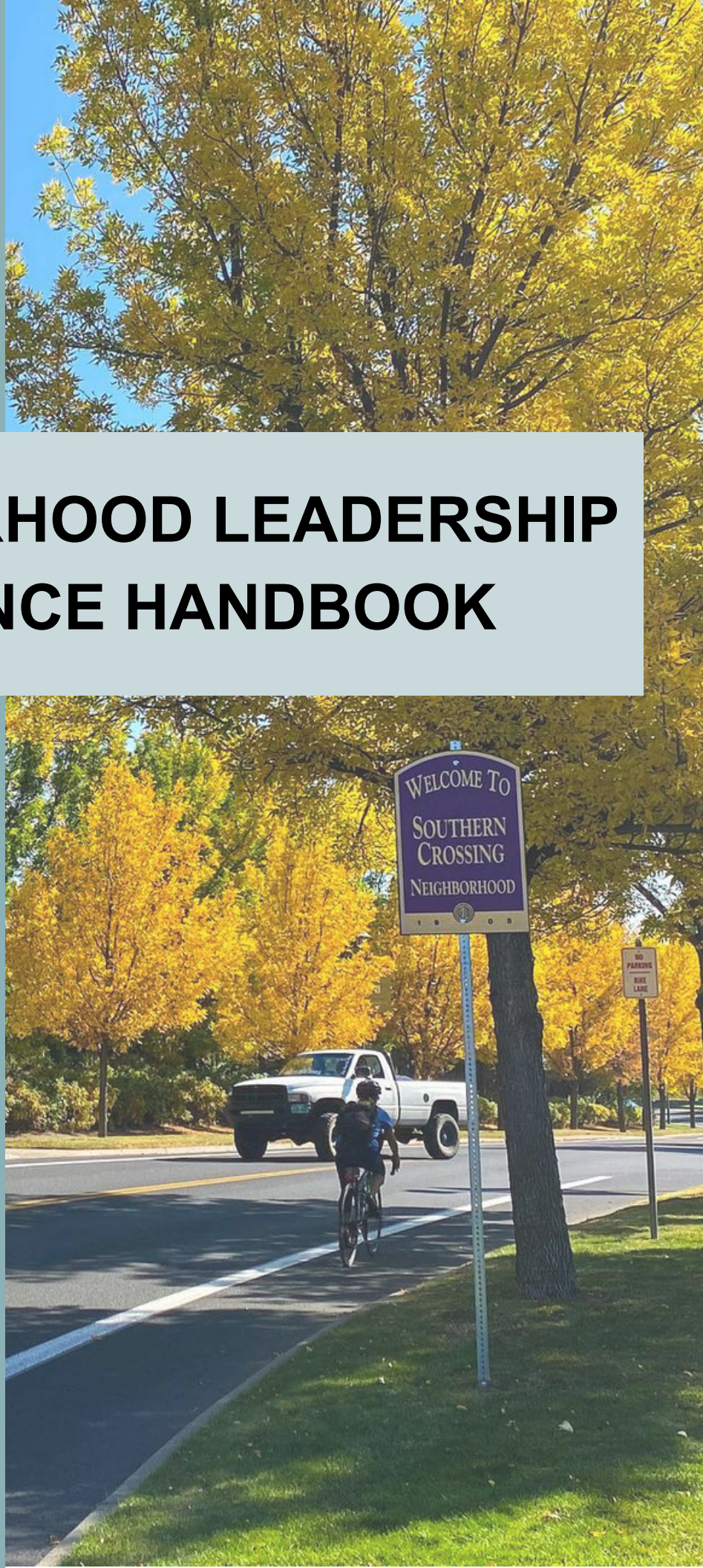




CITY OF BEND

NEIGHBORHOOD LEADERSHIP ALLIANCE HANDBOOK



2021 - 2023 EDITION
[BENDOREGON.GOV/NLA](https://www.bendoregon.gov/nla)

TABLE OF CONTENTS

COMMITTEE BACKGROUND

➤ Neighborhoods Over Time.....	2
➤ Creating the Neighborhood Leadership Alliance.....	3
➤ Bend Code Ordinance Establishing the Neighborhood Leadership Alliance.....	4
➤ Bend Code 1.20 Advisory Committees, Boards and Commissions.....	6

WORKING WITH THE CITY

➤ Advisory Committee Role.....	16
➤ Policymaking Flow Chart.....	17

RESOURCES FOR REPRESENTATIVES

➤ Expectations.....	19
➤ Best Practices.....	20
➤ Representative Report Form.....	21
➤ Appointment Process.....	22

GUIDING DOCUMENTS

➤ Strategic Plan, Mission, Vision.....	26
➤ Work Plan.....	28
➤ Guidelines and Policies.....	31



INTENT

This handbook was created as a reference for Neighborhood Leadership Alliance representatives.

COMMITTEE BACKGROUND

NEIGHBORHOOD ASSOCIATIONS OVER TIME

In order to understand the purpose and role of the Neighborhood Leadership Alliance, it is important to first understand the relationship the committee has to the Neighborhood Associations. As Bend has grown and changed, the structure of the Neighborhood Association system has adapted.

2001 - 2010

JULY 2001 - The City of Bend established the “Office of Neighborhood Associations,” to improve community engagement by providing staff and resources to support, regulate and help the Neighborhood Associations with organizational maintenance and the implementation of projects.

DECEMBER 2001 - The first Neighborhood Association is established in Bend, the Southwest Bend Neighborhood Association.

MAY 2008 - The Great Recession hit Bend. Unemployment rates skyrocketed as Deschutes County became one of the most stressed areas in the State. The City of Bend was forced to layoff the Office of Neighborhood Associations staff. Neighborhoods were then supported by the City Communications Director.

2011

OCTOBER 2011 - The City of Bend amended the Bend Code regulating the City's relationship with Neighborhood Associations. This amendment decentralized the Bend Neighborhood Associations, codifying their involvement in land use and allowing them more independence. This amendment also established new grants and resources that would support the continuation of Neighborhood Associations apart from the City.

2017 - 2018

AUGUST 2017 - City staff and Council begin working with the Neighborhood Associations and Neighborhood Association Roundtable (NART) to consider a standing, permanent committee to provide neighborhoods a cohesive structure for bringing issues before City Council and for Council to seek input and recommendations from neighborhoods in a more consistent and organized way.

MAY 2018 - Council ordinance adds Neighborhood Leadership Alliance to Bend Code.

2019

SEPTEMBER 2019 - Following a request from the Neighborhood Leadership Alliance, the City of Bend granted additional funding support for neighborhoods and hired a Community Relations Manager with a focus on Neighborhoods & Civic Engagement to support the committee and the Neighborhood Associations.

CREATING THE NEIGHBORHOOD LEADERSHIP ALLIANCE

The Neighborhood Leadership Alliance was established by the Bend City Council as an advisory committee in 2018.

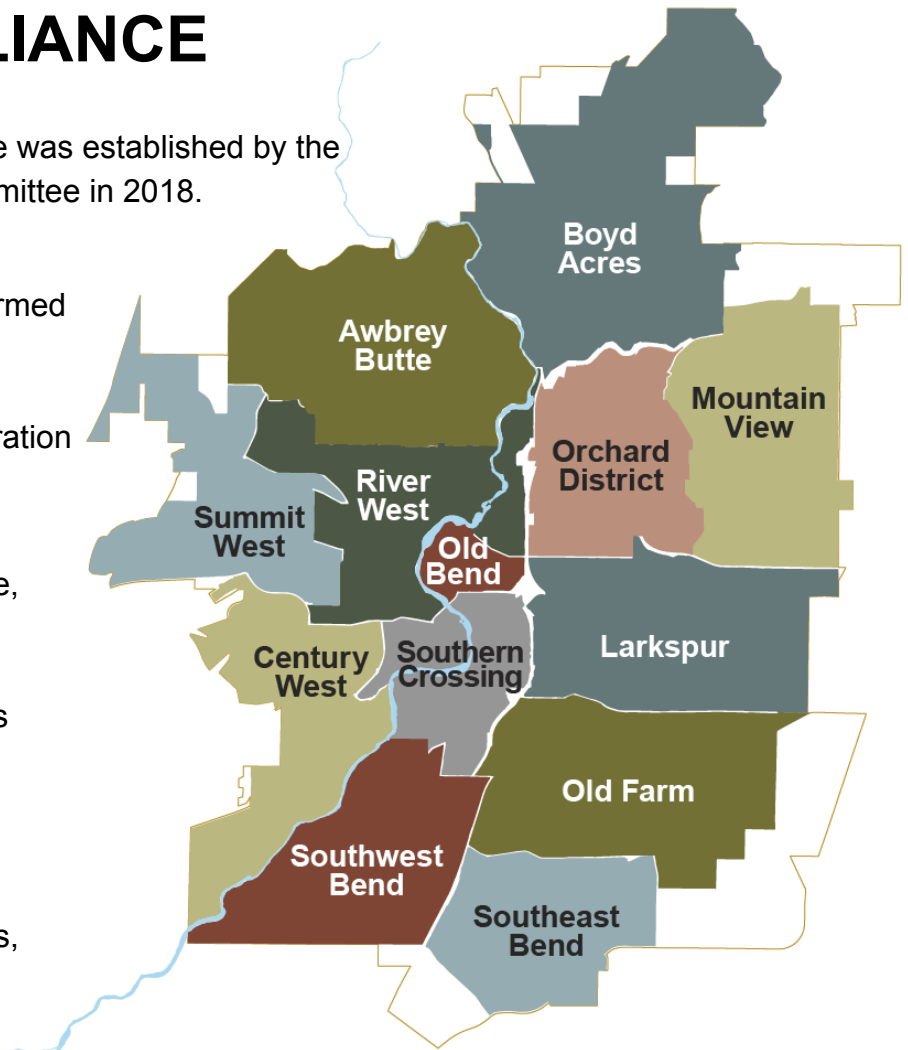
When the Neighborhood Associations formally decentralized in 2011, they formed Neighborhood Association Roundtable (NART) to provide a space where best practices could be shared and collaboration could happen between Neighborhood Associations.

As more neighborhoods became active, it became increasingly difficult for neighborhood leaders to juggle important neighborhood needs such as community building, policy education, land use and general operations.

Likewise, City Council was hearing differing issues and perspectives from the various Neighborhood Associations, and realized the need for a more cohesive structure for bringing issues

before City Council, and for Council to seek input and recommendations from Neighborhood Associations in a more collaborative and organized way.

In August 2017, City staff, the Mayor and several City Councilors began working with Neighborhood Associations through NART to consider a standing, permanent committee. NART discussed the issue and made recommendations for moving forward. This effort resulted in a draft Bend Municipal Code amendment for the Neighborhood Leadership Alliance.



The Neighborhood Leadership Alliance consists of one representative from each of the City's 13 Bend Neighborhood Associations.

Photo: Neighborhood leaders meet with City staff to discuss operations for the Neighborhood Leadership Alliance (2018).

ORDINANCE NO. NS-2307

AN ORDINANCE AMENDING BEND CODE CHAPTER 1.20 TO ADD SECTION 1.20.100 - NEIGHBORHOOD LEADERSHIP ALLIANCE – AN ADVISORY COMMITTEE.

Findings

- A. City Council directed staff to work with the Neighborhood Associations to meet its goal of modernizing and professionalizing City government through the objective of increasing the capacity of the neighborhood association system.
- B. City staff, including the City Manager, the City Attorney and the Community Relations Manager, as well as the Mayor and several Councilors, have been working with the neighborhood associations through the leadership of the Neighborhood Association Roundtable (NART), to consider a standing, permanent committee to give the neighborhood associations a better structure for bringing their issues to council in a cohesive manner, and for Council to seek input and recommendations from the neighborhood associations on a more ongoing and organized basis.
- C. The City has been meeting and working cooperatively with NART membership since fall of 2017, and the City Council considered this new committee in a council work session presentation on April 18, 2018.
- D. As with all committees, to be effective, the committees need both support from the City and clear direction on what is expected, which is Council's intent in this amendment to the Bend Municipal Code.
- E. The explanation and identified issues of the Staff Issue Summary accompanying this proposed code amendment are incorporated by reference into these Findings.

Based on these findings,

THE CITY OF BEND ORDAINS AS FOLLOWS:

Section 1. Chapter 1.20 of the Bend Code is amended as to read as shown on the attached Exhibit A.

Section 2. All other provisions of Chapter 1.20 Bend Code remain unchanged and in full effect.

First Reading Date: May 2, 2018

Roll call and second Reading Date: May 16, 2018

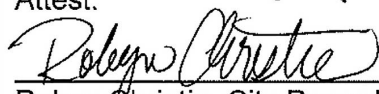
YES: Casey Roats, Mayor
Sally Russell
Bruce Abernethy
Bill Moseley
Nathan Boddie
Justin Livingston
Barb Campbell

NO: none



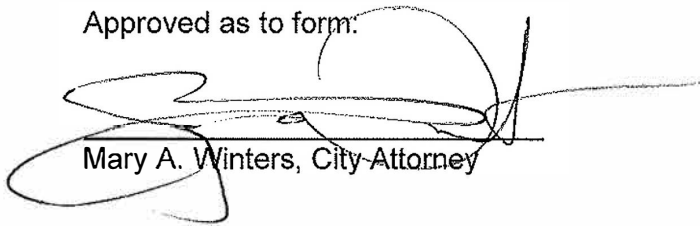
Casey Roats, Mayor

Attest:



Robyn Christie, City Recorder

Approved as to form:



Mary A. Winters, City Attorney

Chapter 1.20

ADVISORY BOARDS, COMMITTEES AND COMMISSIONS Revised 2/16 Revised 1/18 Revised 6/18

Sections:

- 1.20.005 Applicability and Authority.** Revised 1/18
- 1.20.010 Board, Committee, and Commission Appointments and Service.** Revised 1/18
- 1.20.015 Organization and Operation.** Revised 1/18
- 1.20.020 Budget Committees.** Revised 1/18
- 1.20.025 Civil Service Commission – Civil Service System for Fire Personnel.** Revised 1/18
- 1.20.030 Planning Commission.** Revised 1/18
- 1.20.035 Urban Renewal Agency.** Revised 1/18
- 1.20.040 Repealed.**
- 1.20.050 Bend Economic Development Advisory Board.** Revised 1/18
- 1.20.060 Arts, Beautification and Culture Commission.** Revised 1/18
- 1.20.070 Repealed.** Revised 1/18
- 1.20.080 Affordable Housing Committee.** Revised 1/18
- 1.20.090 Landmarks Commission.** Revised 1/18
- 1.20.100 Neighborhood Leadership Alliance – An Advisory Committee.** Revised 6/18

1.20.005 Applicability and Authority. Revised 1/18

A. Applicability. BC 1.20.005 through 1.20.015 apply to all City boards, commissions and committees, including temporary or ad hoc committees unless mandated otherwise by State statute or City ordinance. Provisions applicable to specific boards, commissions, or committees shall prevail over inconsistent provisions in these general provisions.

B. Unless explicitly authorized by statute, ordinance, or other formal action of the City Council, the authority of boards, committees, and commissions is limited to making recommendations to the Council on matters germane to the committee, board or commission, including planning and execution of Council goals related to the subject area of the committee, board, or commission, or matters referred by the Council within the scope of the committee's, board's or commission's purpose. No board, committee, or commission, as a whole, or any member or members individually or collectively, may bind the City, its officers, or agents to financial commitments or obligations. The decision-making authority of boards, committees, and commissions is limited to the authority expressly granted by State statute or City ordinance. [Ord. NS-2299, 2017; Ord. NS-2159, 2011]

1.20.010 Board, Committee, and Commission Appointments and Service. Revised 1/18

A. Application. Persons interested in serving on a board, committee or commission shall complete an application and file it with the City.

B. Selection Process. The Mayor and Council members selected by the Mayor may interview applicants for a vacancy. The decision whether to interview applicants or select based on application materials is at the Mayor's discretion.

C. Criteria for Appointment. All appointments, including reappointments, to a board, committee, or commission shall be considered in accordance with this section, together with the ability of the applicant to further Council goals and, for reappointments, the individual's overall record of service. Consideration should be given, whenever possible, to representation of backgrounds consistent with the skill set needed for the board, commission or

committee, a balance of viewpoints, and diversity, including representation for all of the community. All board, commission, and committee members shall serve without compensation.

D. Resident Requirement. Board, committee and commission members should be residents of the City, except in rare circumstances where the person brings a unique skill that may be needed by a particular committee.

E. Method of Appointment. Board, committee, or commission positions and vacancies are filled by appointment of the Mayor with confirmation by the Council. Council confirmation shall be by approval of a motion.

F. Terms. Unless a different term number or length is provided for a committee under this chapter or State statute, 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. Permanent committee or commission members 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 a member whose term is expiring, the member shall remain in office until a replacement is appointed. When the provisions governing membership or terms are amended, the term of existing members shall not be affected unless expressly stated in this chapter.

G. Multiple Committees. Citizens with adequate time available may serve on more than one permanent, ad hoc or temporary commission, board, or committee; however, in the selection process, consideration may be given to including as many citizens as possible to foster citizen engagement in Council recommendations.

H. Removal. All members of temporary committees serve at the pleasure of the Mayor and may be removed at any time, in the discretion of the Mayor. Members of a board, committee, or commission serve at the pleasure of the Council and may be replaced at any time.

I. Vacancies. Vacancies shall be filled in the same manner as an initial appointment, but the appointment shall be for the unexpired term. [Ord. NS-2299, 2017; Ord. NS-2159, 2011]

1.20.015 Organization and Operation. [Revised 1/18](#)

A. Election of Chair and Vice-Chair. Each permanent board, commission and committee shall elect a chair and vice-chair by motion annually at the first meeting in each calendar year. The chair and vice-chair of temporary committees authorized by subsection (H) of this section may be selected by the Mayor prior to the first meeting of the committee to best ensure they understand the Council direction for the committee.

B. Staff Support. The City will provide necessary staff support for boards, commissions and committees, including postage, meeting place, clerical service, and new member orientation and training.

C. Meetings. All meetings shall be subject to the requirements of Oregon Public Meeting Law. A majority of the voting members shall constitute a quorum for the conduct of business and the concurrence of a majority of those members present and voting shall be required to decide any matter. These meetings shall be an opportunity for public involvement in the discussion of issues relating to that particular board, committee, or commission.

D. Annual Reports and Minutes. Except for the Budget Committee, the chair or vice-chair of each committee, board or commission shall report on its activities at the request of Council. The written minutes for each committee, board or commission shall be submitted to the City Recorder or Council for information as requested. Recommendations to the Council shall be submitted with the published agenda prior to the Council meeting at which the matter will be considered and in a form prescribed by the City Recorder.

E. State Law and Conflicts of Interest. Boards, commissions, and committees of the City are subject to State public records statutes. Board, committee, and commission members appointed by the City are considered "public officials." As such, they are expected to abide by State statutes governing conflicts of interest and other

applicable provisions of State Ethics Law. Board, committee and commission members with clients who would be affected by action of the board, committee or commission shall declare actual and potential conflicts of interest of their clients and treat the conflicts as if they were their own. Board, committee and commission members are subject to State restrictions on election advocacy.

F. Comments. Boards, committees, and commissions may be asked to provide comments to other advisory bodies and staff when matters under consideration relate to their functional area of expertise.

G. Establishment of Permanent Boards, Commissions, and Committees. Permanent boards, commissions, and committees shall be established by ordinance, except that boards, commissions, and committees may be established by other means if required or expressly authorized by State statute.

H. Temporary Committees. The Council may establish temporary committees (including task forces, ad hoc or advisory committees) by resolution to address specific issues or to engage in specific tasks, within identified time frames, to make recommendations to Council. The scope of the authority and responsibilities of the temporary committees shall be established in the resolution creating the temporary committees. The Council may follow the recommendations, change the recommendations, reject the recommendations, refer the action back to the committee or take any other action the Council deems appropriate.

I. City Manager Advisory Groups. Nothing in this code is to be construed to prohibit the City Manager or other administrative staff from creating informal groups for the purpose of obtaining information. This includes technical advisory groups, focus groups, and evaluation teams. These groups may or may not be subject to the Public Meetings Law, depending on the role and authority of the group. [Ord. NS-2299, 2017; Ord. NS-2172, 2011; Ord. NS-2159, 2011]

1.20.020 Budget Committees. [Revised 1/18](#)

A. The City and the Urban Renewal Agency shall each have a budget committee formed in accordance with State law.

B. Budget committees shall have the rights, responsibilities, and authority provided by State law.

C. A City Budget Committee member may also serve on the Urban Renewal Budget Committee.

D. Citizen members serve a term of four consecutive years and a maximum two terms or six years, whichever is greater. Elected members serve for the duration of their term on the Bend City Council. [Ord. NS-2299, 2017; Ord. NS-2159, 2011]

1.20.025 Civil Service Commission – Civil Service System for Fire Personnel. [Revised 1/18](#)

A. Establishment.

1. The City of Bend Civil Service Commission is established and shall have the authority and responsibility provided by this code.

2. The Civil Service Rules and Regulations as supplemented by the Fire Association collective bargaining agreement, City personnel policies, City budget and payroll systems shall constitute a civil service system covering employees of the Fire Department as required by State law.

B. The Civil Service Commission shall have the following duties:

1. Adopt and implement rules for Fire Department recruitment, selection, promotions, retention, discipline and discharge.

2. Inspect facilities and operations to implement this section.
3. Investigate written complaints or statements of irregularities or violations of the Civil Service Rules and Regulations.

C. Membership.

1. The City of Bend Civil Service Commission consists of three members who are not officials or employees of the City.
2. All members shall be residents of the City and registered voters of Deschutes County.
3. The term of office of each Commissioner shall be six years, except that the term of office of any Commissioner appointed to fill a vacancy in the office shall be for the unexpired term of the vacant office.
4. The Commission shall elect one of its members as chairperson.
5. Two members of the Commission constitute a quorum, and the votes of two members shall be sufficient for the decisions and the transaction of the business of the Commission.
6. The Commission will hold meetings as necessary for the proper discharge of its duties.
7. Commission members, the Executive Board for the Fire Association, and Fire Department executive staff shall be notified of meeting dates and times.

D. This section does not limit the City's authority to create or abolish positions or to determine compensation for Fire Department employees. [Ord. NS-2299, 2017; Ord. NS-2159, 2011]

1.20.030 Planning Commission. *Revised 1/18*

A. Powers and Duties. The Bend Planning Commission is established, and shall have the authority and responsibility provided by this code and State law. The Planning Commission is the appointed citizen body that provides recommendations to the City Council on land use policies; makes land use decisions on planning applications; and provides a public forum for community values, visioning and strategic thinking in long range planning. The Commission shall have the following duties:

1. Review those land use applications within its jurisdiction pursuant to applicable laws.
2. Review and act on quasi-judicial decisions on land use applications and appeals of land use decisions pursuant to the City's land use procedures.
3. Periodically review the Comprehensive Plan, as prioritized in a work plan approved by the City Council through its goal setting process or as otherwise directed by the City Council.
4. Act as the Citizen Involvement Committee within the Bend Urban Growth Boundary and advise the City Council on citizen involvement programs. As directed by the City Council, this role may include working with stakeholder groups or citizen advisory committees, to help inform refinement and other land use plans, and/or facilitating community engagement on land use issues with groups such as neighborhood associations or coalitions.
5. Make recommendations to the City Council on Type IV legislative land use actions.

B. Membership.

1. The Bend Planning Commission consists of seven members who are not officials or employees of the City. All voting members shall be residents of the City.
2. No more than two voting members of the Commission may engage principally in buying, selling, or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling, or developing of real estate for profit. No more than two members shall be engaged in the same kind of occupation, business, trade or profession.
3. No Commission member shall serve more than two full terms or 10 years if appointed mid-term, whichever is greater.
4. Consideration shall be given to including representatives of the various geographical parts of the City of Bend.
5. The Commission shall elect a Chair and Vice-Chair to serve one-year terms. Election of the officers shall be held at the first meeting of the Commission in each calendar year, but failure to hold the election at the first meeting in a calendar year shall not invalidate any action by the Commission.
6. City planning staff shall perform administrative functions for the Planning Commission.
7. Four members of the Commission shall constitute a quorum. The Commission may act by a majority of those voting while a quorum is present. The Commission shall meet in accordance with its bylaws. The Commission may adopt and amend rules and regulations to govern the conduct of its business. [Ord. NS-2299, 2017; Ord. NS-2285, 2017; Ord. NS-2159, 2011]

1.20.035 Urban Renewal Agency. [Revised 1/18](#)

A. **Governance.** The Bend Urban Renewal Agency is created and all authority of the Bend Urban Renewal Agency shall be exercised by the City Council. Any act of the Bend Urban Renewal Agency is an act of the Urban Renewal Agency only and not of the City or City Council.

B. **Officers and Administration.** The administrative responsibilities of the Bend Urban Renewal Agency shall be discharged by City of Bend personnel under the supervision of the City Manager, who shall function as the executive director of the Bend Urban Renewal Agency. The Bend Urban Renewal Agency may select the following officers by a majority vote:

1. **Chairperson.** The Chairperson must be a member of the Agency and shall preside at all Agency meetings.
2. **Vice-Chairperson.** The Vice-Chairperson must be a member of the Agency and shall act as chairperson in the absence of the Chairperson. [Ord. NS-2299, 2017; Ord. NS-2159, 2011]

1.20.040 Infrastructure Advisory Committee.

Repealed by Ord. NS-2259. [Ord. NS-2172, 2011]

1.20.050 Bend Economic Development Advisory Board. [Revised 1/18](#)

A. The purpose of the Bend Economic Development Advisory Board (BEDAB) is to:

1. **Advocate** – Provide input into City policy and procedures from a private sector perspective.
2. **Facilitate** – Broker entrepreneurial support among existing community resources.
3. **Market** – Brand and guide marketing efforts of Bend as “Open for Business.”

4. Coordinate – Organize and oversee City resources applied to economic development.
- B. BEDAB consists of nine voting members that represent key industries in the City of Bend. In addition, BEDAB shall include the following nonvoting ex officio members:
1. One member representing the Economic Development for Central Oregon (EDCO);
 2. One member representing post-secondary education;
 3. One member representing Visit Bend;
 4. One member representing the Bend Chamber of Commerce.
- C. Voting BEDAB members shall be appointed by the Mayor with the advice and consent of City Council and shall serve staggered three-year terms. Members shall serve until s/he resigns or a replacement is appointed.
- D. BEDAB may establish subcommittees and appoint subcommittee members.
- E. Funding for the implementation of the BEDAB strategic plan and the economic development program will be recommended by the BEDAB and allocated and approved annually by the City Council.
- F. BEDAB shall:
1. Create a three-year strategic plan for consideration by the City Council.
 2. Identify activities and projects that will enhance economic growth in the City of Bend.
 3. Work with the Bend Business Advocate on business promotion and support.
 4. Report on plans, activities and results achieved by BEDAB to Council.
 5. Propose annual revisions to the strategic plan as needed to improve the economic vitality of the City of Bend.
 6. Work with the City Manager or his/her designee to direct the activities of the BBA and other staff assigned to BEDAB to ensure the strategic plan is implemented effectively.
 7. Advise the City Council on ordinances, policies and activities that affect the economic vitality within the City of Bend.
 8. Advise the City Council on the business license program and fees annually. [Ord. NS-2299, 2017; Ord. NS-2233, 2014; Ord. NS-2172, 2011]

1.20.060 Arts, Beautification and Culture Commission. [Revised 1/18](#)

- A. The purpose of the Arts, Beautification and Culture Commission (ABC Commission) is to provide advice and recommendations on the appropriate role for the City of Bend to take in supporting arts, beautification and culture and to encourage and promote arts, community beautification and culture with emphasis on community gathering, events, cultural tourism and the arts.
- B. The ABC Commission may make recommendations to the Council regarding City participation and cooperation in arts, community beautification and culture programs and activities. The ABC Commission shall explore, encourage and monitor outside funding opportunities, and, to the extent funds are budgeted, participate or support arts, beautification, and cultural activities and programs.

C. The ABC Commission consists of four to seven community members who serve three-year terms, a City Councilor and a staff representative from the City. The community members will be selected from diverse backgrounds including but not limited to art, culture and tourism. [Ord. NS-2299, 2017; Ord. NS-2172, 2011]

1.20.070 Transportation Safety Advisory Committee. [Revised 1/18](#)

Repealed by Ord. NS-2299. [Ord. NS-2172, 2011]

1.20.080 Affordable Housing Committee. [Revised 1/18](#)

A. The purpose of the Affordable Housing Advisory Committee (AHAC) is to advise the City Council and City staff on affordable housing issues.

B. AHAC consists of nine members who serve three-year terms. All members shall have an interest in meeting the needs of very low, low, and moderate income populations in Bend. Existing committee members shall serve the remainder of their existing terms.

C. The AHAC shall include at least one member with the following affiliations, interest or experience:

1. A member of the building and development community.
2. A real estate professional.
3. A member of the business community.
4. A member of the affordable housing development community.
5. A person with experience in lending/financing.
6. A member of a tenant organization.

D. In considering the appointments, the Council shall consider the recommendation of Central Oregon Builders Association as to the member representing the building and development community, the recommendation of the Central Oregon Association of Realtors as to the real estate professional, and the recommendation of the Bend Chamber of Commerce as to the business community representative.

E. AHAC may make recommendations to Council and staff on the allocation of Community Development Block Grant funds and on programs for the promotion of affordable housing. AHAC may make recommendations on the development of criteria for the prioritization and selection of housing projects for affordable housing and CDBG funding, evaluate applications for affordable housing and CDBG funding and make recommendations to the City Council regarding the allocation of funds, furnish citizens with information concerning funding available, eligible uses of funds, and programs and projects. AHAC may provide input on affordable housing plans and provide comments on City affordable housing programs. AHAC may conduct public meetings to obtain public input on the use of affordable housing funds. [Ord. NS-2299, 2017; Ord. NS-2237, 2015; Ord. NS-2172, 2011]

1.20.090 Landmarks Commission. [Revised 1/18](#)

A. Membership.

1. The Landmarks Commission is composed of five members with interest in architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, landscape architecture or related disciplines to the extent such professionals are available.
2. Members shall reside within the Urban Growth Boundary.

3. The Mayor, with the advice and consent of the City Council, may appoint two Alternate Commissioners who may take part in any deliberation but may vote only as provided in subsection (D) of this section.

B. Terms of Office. Landmarks Commissioners and Alternate Commissioners serve four-year terms; provided, that at the time of the initial appointment of the Landmarks Commission, two Commissioners and one Alternate Commissioner will be appointed to two-year terms and, if reappointed by the Mayor under this chapter, may serve an additional four-year term for a total of three consecutive terms. Commissioners shall serve without compensation. Any vacancy occurring in a position for any reason other than expiration of a term shall be filled by appointment for the remainder of the term.

C. Duties and Powers. The Commission shall serve as:

1. The hearings body on certain quasi-judicial applications as provided in the Development Code.
2. An advisory body to the City Council on decisions that could affect historic resources.

D. Quorum. Three members of the Commission shall constitute a quorum. The Commission may act by a majority of those voting while a quorum is present. An Alternate Commissioner is counted as part of the quorum and may vote if their participation is necessary to make a quorum. If only one Alternate Commissioner is needed to make a quorum, the Alternate Commissioner who has served the longest time as Alternate Commissioner will be part of the quorum and vote. [Ord. NS-2299, 2017; Ord. NS-2172, 2011]

1.20.100 Neighborhood Leadership Alliance – An Advisory Committee. Revised 6/18

A. 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:

1. 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.
2. 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.
3. 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.
4. 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.

B. Membership.

1. NLA membership consists of one member representing each recognized neighborhood association, recommended by the neighborhood association's board and appointed by the Mayor with the consent of Council.
2. Initial members shall serve staggered two- and four-year terms. Subsequent term(s) are four years. Members may be re-recommended by their boards.

C. The creation of the NLA is not intended to change or diminish the autonomy or roles of neighborhood associations, or impact board of director duties, neighborhood association articles of incorporation, bylaws or the

legal structure of a particular neighborhood association. Any decisions made by a neighborhood association are under its own rules and procedures and are not governed by the City or this advisory committee.

D. The NLA shall select a chair and vice-chair, who will serve as the primary points of contact with the City.
[Ord. NS-2307, 2018]

The Bend Code is current through Ordinance NS-2310, passed June 6, 2018.

Disclaimer: The City Recorder's Office has the official version of the Bend Code. Users should contact the City Recorder's Office for ordinances passed subsequent to the ordinance cited above.

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WORKING WITH THE CITY

CITY COUNCIL ADVISORY COMMITTEES

The City has a number of boards, committees, commissions or advisory groups that make recommendations to City Council or City administrative staff on projects, policies, programs and initiatives. Some committees are ongoing and established by code, like the Neighborhood Leadership Alliance. Others are ad-hoc, which means they are specific to a project, short-term.

Each of these groups are intended to advise the City through the lens of the constituents they represent. The Neighborhood Leadership Alliance provides a direct and continuing means for neighborhood association constituent participation and input to the City Council from a neighborhood and community perspective.



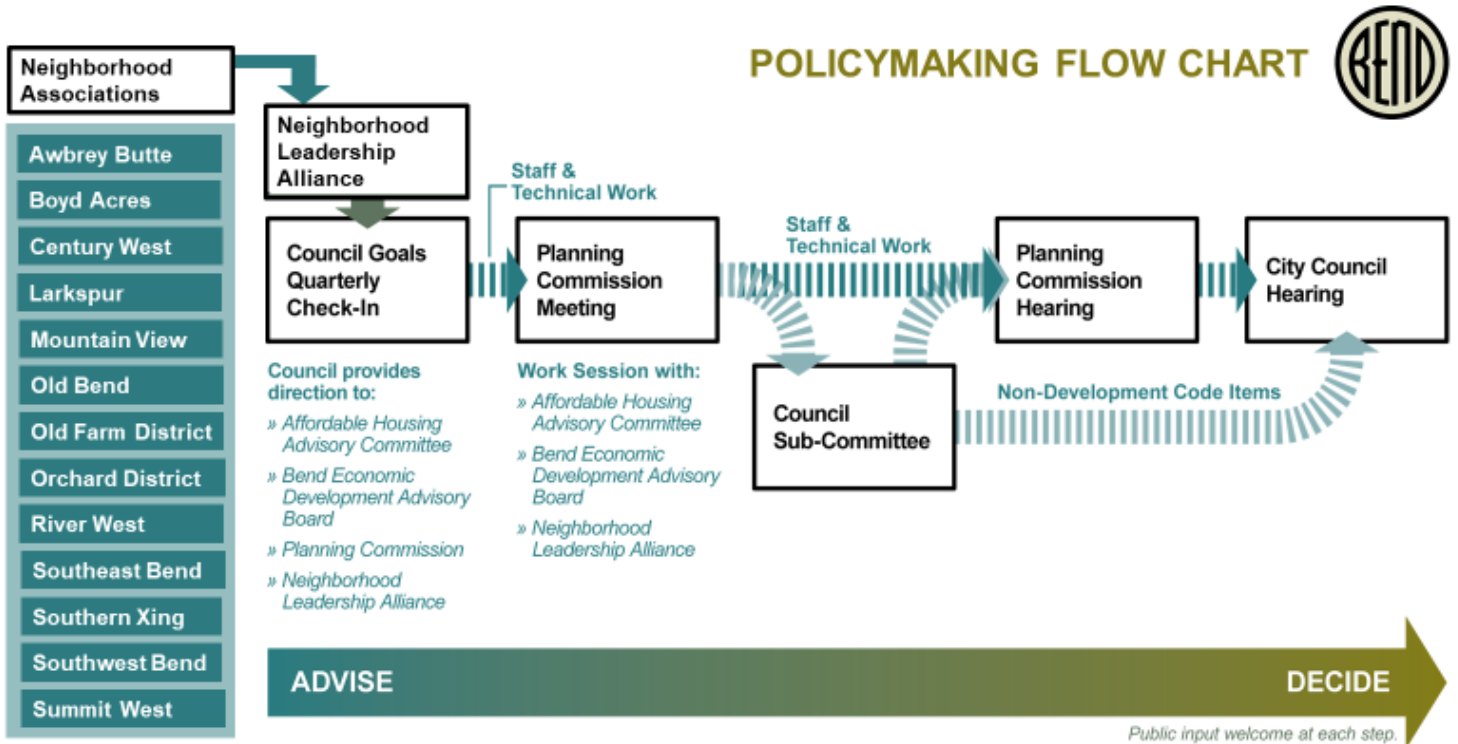
TWO-WAY CONDUIT

As an advisory committee to City Council, the Neighborhood Leadership Alliance is offered many opportunities to participate in and provide input on items relating to Council Goals such as policies, programs, plans, code amendments and more, throughout the decision-making process. Likewise, it is appropriate for advisory committees to elevate citywide matters of importance outside of Council Goals to decision-makers.

Turn the page to see a flow chart and examples demonstrating the two-way conduit.

POLICYMAKING FLOW CHART

This flow chart demonstrates the land use policymaking process with the Bend Planning Commission.



EXAMPLES

Conduit 1: Elevating Community Issues

In the 2019-2020 biennium, Council Goals included a strategy to develop land use education resources to help Bendites better understand land use processes. The Neighborhood Leadership Alliance worked with staff to support this Council Goal strategy, and as they began identifying resource needs, they realized there was a need to amend part of the code to make the land use process more clear and accessible. They brought this idea forward at a Quarterly Council Check-in, and Council gave the OK to work with staff on their suggested amendments.

Conduit 2: Advising on Council Goals

In 2021 the Neighborhood Leadership Alliance was invited to participate in the House Bill 2001 Stakeholder Advisory Group, which was in charge of amending the code to allow middle housing in all residential areas of Bend. A representative attended stakeholder meetings and provided regular updates to the rest of the committee so that they could educate their members on what was happening. The representative also participated in a work session with Planning Commission, and worked with the rest of the committee to submit comment for the record, noting the areas of concern and support for neighborhoods.

RESOURCES FOR REPRESENTATIVES

REPRESENTATIVE & COMMITTEE EXPECTATIONS



Expectations of Representatives

- Representatives should make every effort to attend monthly committee meetings.
- Representatives should come to meetings prepared, having read any materials for discussion beforehand.
- Representatives should share information learned during committee meetings with the Neighborhood Association boards and members they represent.
- Representatives should make every effort to be representative of their Neighborhood Association members. They should gather member input to inform comments and support committee votes, when possible.
- Representatives should make an effort to participate in working groups and/or liaison assignments, which sometimes include additional meetings and project contributions.
- Representatives should contribute to committee discussions and information sessions by asking questions and providing input, when appropriate.
- Representatives should bring matters of Neighborhood Association interest to the table during representative reports, particularly matters that they believe could be citywide issues.
- Representatives shall conduct their business with integrity, collegiality and care.
- Representatives should respect the opinions of other representatives and be receptive to diverse viewpoints in discussions.

Committee Expectations

- The committee should request information from City staff on topics they believe are of citywide community interest. These topics could come up during representative reports, public comment, neighborhood discussions, editorials...etc.
- The committee should provide judicious advice to Planning Commission and City Council on topics related to upcoming hearings and/or projects and programs related to Council Goals.
- The committee should participate in City efforts to involve community committees in project-based opportunities when possible such as sitting on ad-hoc committees, and attending information sessions and working sessions.
- The committee should prioritize matters of interest as follows: Council Goals, committee strategic plan, work plan and then issues of community concern not covered by the aforementioned.

REPRESENTATIVE & COMMITTEE BEST PRACTICES

The following practices will help you succeed in your position as a Neighborhood Leadership Alliance representative:

Create and use a generic email for committee business that can be passed on at the end of your term.

Neighborhood Leadership Alliance representatives are considered public officials and as such, are subject to Public Records Law. If the committee were the subject of a public records request, your emails would be opened to the requestor. For this reason, we recommend choosing a generic email to conduct all committee business, and to provide separation from your personal information. A generic email can be passed on to your successor with all of the historical information included. The format of a generic email could be something such as nla.neighborhoodassociation@gmail.com.



Request an opportunity to present Neighborhood Leadership Alliance updates at your Neighborhood Association board meetings.

Part of your job as a representative is to share important information on policies, programs and Council discussions with your Neighborhood Association boards and members. It helps if there is a recurring opportunity for you to provide an update and have some dialogue with your Neighborhood Association about what the committee is working on.

Ensure your voice is representative of your Neighborhood Association board and members by creating a process to gather input and inform your vote.

We get it - it's hard to speak on behalf of an entire Neighborhood Association. Having a process in place where you can obtain quick feedback when needed is helpful when you are asked to take a vote, or share neighbor feedback with the committee. Input can be obtained through surveys, discussions, and votes to name a few methods. It is crucial that your voice truly represents all the people who live in the Neighborhood Association.

Neighborhood Leadership Alliance representatives are subject to Public Meetings Law.

It is very important that you are always careful when conversing with other representatives, particularly on matters of committee interest. It is a best practice to look at your staff liaison as the hub of communication for any messages, events, news or suggestions that you want to get to the rest of the committee. Also be mindful of public perception if you find yourself in a position where several other representatives are present outside of a public meeting (think public events, trainings...etc.).

NLA REPRESENTATIVE REPORT

INSERT NA NAME

NLA MEETING DATE:

Each Neighborhood Leadership Alliance (NLA) meeting includes a set amount of time for representatives to bring forward items of importance for their Neighborhood Association to the rest of the committee. This form can be used as a guide to sharing updates, and should be filled out prior to attending the meeting.

Neighborhood Association Updates Related to NLA Business:

Updates Relevant to NLA Goals:

Updates from NLA Sub-committee or Working Group:

Updates from City Committees/Community Groups:

Topic or Agenda Items for NLA Consideration:

NEIGHBORHOOD LEADERSHIP ALLIANCE APPOINTMENT PROCESS

Representative Criteria

Bend City Code 1.20.100 states that Neighborhood Leadership Alliance (NLA) membership consists of one member representing each recognized Neighborhood Association, recommended by the NA board and appointed by the Mayor with the consent of Council.

- Representatives must live or own property in the Neighborhood Association they represent.
- Representatives serve at the pleasure of Council and may be replaced at any time.
- Representatives must sign an "Agreements" form following their appointment (p. 24).

Representative Term Limits

NLA representatives are limited to two terms or six years, whichever is greater. The NLA's founding representatives who started their appointments on a four-year term may serve two terms, or eight years.

Recommendation by Neighborhood Association

- Neighborhood Associations with an open seat should recommend as many candidates as would be a good fit to fill the role as NLA representative. These recommendations go to the Mayor and Council for consideration.
- Representatives should let the committee's staff liaison know as soon as they are aware of a conflict with their appointment, or intent to step down from a committee position, to allow for ample time for the City and Neighborhood Association to find a replacement.
- Alternates are not permitted for the NLA.



Neighborhood Leadership Alliance Renewal Schedule

Awbrey Butte (July 2026)
Boyd Acres (July 2026)
Century West (July 2026)
Larkspur (July 2024)
Mountain View (July 2024)
Old Bend (July 2024)
Old Farm District (July 2024)
Orchard District (July 2024)
River West (July 2026)
Southeast Bend (July 2026)
Southern Crossing (July 2024)
Southwest Bend (July 2024)
Summit West (July 2026)

Filling Open Seats

- 1. Interested applicants should first apply at bendoregon.gov/government/committees/apply.**
2. When an application is received, the City will send the application on to the Neighborhood Association board in which the applicant resides. The City will not contact the applicants, it is up to the Neighborhood Association board to respond and interview as they see fit.
3. When the Neighborhood Association board has selected the applicant(s) they wish to recommend, they should send an emailed letter with their recommendations addressed to the Mayor, to the committee's staff liaison.
4. The staff liaison will provide these recommendations to the Mayor and Council for consideration. The Mayor may choose to contact the applicants for further information.
5. When an applicant has been selected, the staff liaison will inform the Neighborhood Association board of the decision, along with the anticipated date of appointment at an upcoming City Council meeting.
6. Following the decision, the Neighborhood Association board should follow up with the remaining recommended applicants. These individuals could be great candidates for board volunteers, even if they were not selected as the NLA appointee.

Representatives Seeking Re-appointment

1. Current representatives seeking reappointment should first get approval from their Neighborhood Association board to continue as the NLA representative for their Neighborhood Association.
2. Upon approval of the Neighborhood Association board, the current representative must send an emailed letter of their interest to the committee's staff liaison. This letter should be addressed to the Mayor, with a statement from the current NLA representative they would like to be reappointed.
3. The current representative should copy the Neighborhood Association board on this email.
4. The current representative's Neighborhood Association Chair* must "Reply All" to this email with a formal recommendation on behalf of the Neighborhood Association.
5. The current representative's reappointment will be addressed at an upcoming City Council meeting.

Representatives Not Seeking Re-appointment

Representatives who are not seeking re-appointment must notify the committee's staff liaison and their Neighborhood Association board when they make the decision that they will not be seeking another term with the NLA. No formal resignation letter is required; the representative's appointment ends upon term expiration.

Please do not contact the Mayor directly. The committee's staff liaison will organize committee appointments on her behalf.

NEIGHBORHOOD LEADERSHIP ALLIANCE AGREEMENTS

Below are portions of the Bend Code (Chapter 1.20) related to the Neighborhood Leadership Alliance (NLA). The [full chapter is available online](#).

To complete your application for the NLA, please read the statements below and indicate your agreement with them by typing your name on the line below. Return this completed form via email to moliver@bendoregon.gov.

1. I understand that the purpose of the Neighborhood Association 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.
2. I understand that the NLA will provide 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.
3. I understand that the NLA will provide 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.
4. I understand that the NLA will provide 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.
5. I understand that the NLA will, 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.

X _____

By typing my name above, I am indicating my understanding of the purpose of the Neighborhood Leadership Alliance as adopted in the Bend Code.



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact Makayla Oliver at moliver@bendoregon.gov or (541) 323-8571.

GUIDING DOCUMENTS

2021-2023 NEIGHBORHOOD LEADERSHIP ALLIANCE STRATEGIC PLAN

Strategic Planning Process

The 2021-2023 NLA strategic plan builds upon the foundation, accomplishments, and learning of the NLA's first two years as a new advisory committee to the Bend City Council. This plan is aligned with the City Council's biennium goals.

The elements of this plan reflect input gathered during the first quarter of 2021 from the following sources: City Council Goal input from Neighborhood Associations, NLA Goal input from Neighborhood Associations, and NLA Goal input from the City Council. A consultant and the Community Relations Manager used this input to draft a set of recommended goals, objectives and actions that NLA members discussed and refined during a 4-hour planning session on May 14, 2021.

This 2021-2023 Strategic Plan and Work Plan will guide the efforts of the NLA during the next biennium.

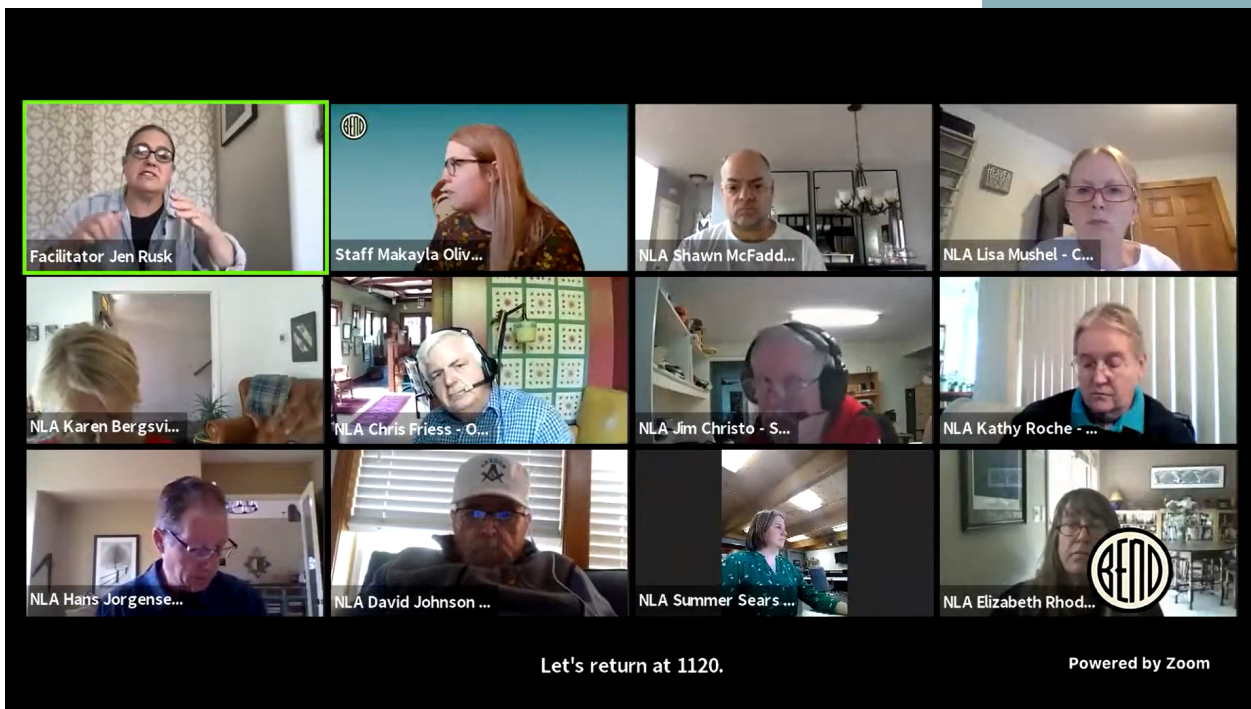


MISSION

To promote trust between neighborhoods and the City by facilitating communication, education and engagement.

VISION

The City of Bend and our community work together to address the effects of growth and to sustain a high quality of life for all.



Let's return at 1120.

Powered by Zoom

Goals and Objectives

GOAL 1: SERVE AS A RESOURCE TO CITY COUNCIL AND NEIGHBORHOODS ON MATTERS OF COMMUNITY INTEREST.

- A. Track and support community knowledge and understanding of land use.
- B. Work with the City to address neighborhood safety issues.
- C. Continue review of Neighborhood Association boundaries to ensure effective representation for all community members as Bend grows.

GOAL 2: WORK WITH CITY STAFF TO CREATE PROCESSES AND OPPORTUNITIES THAT HELP INCREASE COMMUNITY ENGAGEMENT, SPECIFICALLY THE PARTICIIPATION OF UNDERSERVED COMMUNITIES IN NEIGHBORHOOD ASSOCIATIONS.

- A. Work with the City to assess the Neighborhood Association system as a conduit of information and representation to create opportunities to engage under-served communities.
- B. Educate and communicate the importance and the roles of the Neighborhood Leadership Alliance and Neighborhood Associations to community members.

GOAL 3: CONTINUE AS A CONDUIT FOR MEANINGFUL PUBLIC ENGAGEMENT BETWEEN COMMUNITY MEMBERS, CITY AND COUNCIL.

- A. Advocate for the promotion and inclusion of the Neighborhood Leadership Alliance in City governance decisions related to the advisory committee role under the City code.
- B. Work with the City to develop best practices to keep the community informed.
- C. Understand the impact that each committee action will have on our community.
- D. Continue to build and improve upon the Neighborhood Leadership Alliance processes and structure.

NLA Work Plan: July 2021 – June 2023

Goal 1 – Serve as a resource to City Council and neighborhoods on matters of community interest.

A. Track and support community knowledge and understanding of land use.

Actions:

1. Facilitate Land Use Education Plan roll out, including a time for public input and revision.
2. Evaluate impact of recent changes to land use notifications and public comment.
3. Evaluate community knowledge and understanding of land use education plan post roll out, using baseline metrics.

B. Work with the City to address neighborhood safety issues.

Actions:

1. Work with the City to prioritize residential safety projects within the structure of the Neighborhood Street Safety Program.
2. Develop process for neighborhood access to Citizen Service Requests (CSRs) and other traffic enforcement data.
3. Create a coordinated process for passing along relevant and timely safety information between the Neighborhood Associations and the City.
4. Support collaborative wildfire resiliency education efforts including fire evacuation planning.
5. Support the City's efforts with discouraging the use of illegal fireworks and facilitate communications with Neighborhood Associations.

C. Continue review of Neighborhood Association boundaries to ensure effective representation for all community members as Bend grows.

Actions:

1. Consider how future and newly annexed areas receive Neighborhood Association representation.
2. Work with staff to address potential changes to Neighborhood Association code regarding boundary adjustments.

Goal 2 – Work with City staff to create processes and opportunities that help increase community engagement and the participation of underserved communities.

NLA Work Plan: July 2021 – June 2023

- A. Work with the City to assess the Neighborhood Association system as a conduit of information and representation to create opportunities to engage under-served communities.**

Actions:

1. Gather information on the Neighborhood Association bylaws, board operations, culture, communications, member engagement, etc. in order to identify gaps and offer best practices to support strong and consistent engagement.
2. Support the City in its efforts to analyze demographic composition of neighborhoods to improve inclusivity to under-represented communities. (income, ethnicity, language, rent vs. own).
3. Work with Human Rights and Equity Commission and other organizations to improve Neighborhood Association outreach and engagement of traditionally under-represented groups (low-income, renters, those experiencing houselessness, and others).
4. Participate in City diversity, equity and inclusion trainings, in support of City Council goals.

- B. Educate and communicate the importance and the roles of the Neighborhood Leadership Alliance and Neighborhood Associations to community members.**

Actions:

1. Identify and support opportunities for collaboration between Neighborhood Associations and the NLA topics of shared interest.
2. Continue presentations and outreach to community groups (i.e. KPOV, Newcomers, Young Professionals etc.).
3. Engage community partners (Visit Bend, LCA, etc.) and collaborate to grow membership.

Goal 3 – Continue as a conduit for meaningful public engagement between community members, City and Council.

- A. Advocate for the promotion and inclusion of the Neighborhood Leadership Alliance in City governance decisions related to the advisory committee role under the City code.**

Actions:

1. Understand policy matters up for Council action and provide input to Council using the opportunities provided to advisory committees such as work sessions, submitted letters, public comment and stakeholder groups.

NLA Work Plan: July 2021 – June 2023

2. Appoint liaisons to City ad-hoc groups who can report to the Neighborhood Leadership Alliance about efforts and support/input need. (e.g. Wildfire steering committee, Sounding board to house our neighbors, and others).

B. Work with the City to develop best practices to keep the community informed.

Actions:

1. Advocate for meaningful community engagement opportunities and processes.
2. Identify best practices, and associated resources required, used by peer cities to engage and inform community members on policy matters.
3. Support the City in creating additional opportunities for outreach and engagement of the community, using the resources available.

C. Understand the impact that each NLA action will have on our community.

Actions:

1. Make informed decisions using City and subject matter experts as resources.
2. Consider neighborhood livability factors that could be impacted by decision-making.
3. Consider impacts on affordable housing and the needs of those displaced by rising costs, limited availability with every committee action.

D. Continue to build and improve upon the Neighborhood Leadership Alliance processes and structure.

Actions:

1. Evaluate and adjust committee processes as determined necessary.
2. Develop an online NLA handbook, including information on policies and procedures.
3. Begin succession planning, onboarding and leadership handoffs within the committee.
4. Consider referral of issues that do not meet NLA objectives established by the City Charter to specialized community groups.

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.