

Open Meetings and Public Records

The Purpose of the ONI Standards Open Meetings and Public Records policies is to require neighborhood associations to operate in an open and transparent way to encourage public participation.

1. All decisions, and deliberations toward decisions, shall be made at meetings
2. Meetings shall be open to the public
3. Notice of meeting shall be provided to the public at least seven days before the meeting. (NA website, ONI Calendar, East Portland Neighborhood Association News, other community newspapers.)
4. Direct notice shall be provided to members of the board or association, anyone that has requested notice, and interested parties at least one day before the meeting. (email or US Mail)
5. Emergency meetings may be held with 24 hours notice. Minutes of the emergency meeting shall state why the meeting could not be delayed and decisions shall be made only on the agenda topics for which the emergency meeting was called.
6. Whenever practicable, meetings shall be held within the boundaries of their Neighborhood Association. Meetings shall not be held in locations where any person attending the meetings would face discrimination, and shall be accessible to people with disabilities.
7. All voting at meetings shall be done publicly, except for election of officers, board members, and other representative and delegates, which may be done by secret ballot.
8. Minutes shall be taken at all meetings. Minutes shall at least summarize discussion and actions and include; members in attendance, all actions stated in full, and the results of all votes taken and a summary of minority opinions.
9. Minutes shall be put in writing and made available to the public within a reasonable time (one month) after the meeting. Neighborhood Associations are required to forward copies of their meeting minutes to their District Coalitions.
10. Any person may inspect the records, with certain exceptions, of a Neighborhood Association or District Coalition.