

MOTION

Montavilla Neighborhood Association



Date: **11/12/2017**

Offered By: **Briar Rose Schreiber**

Seconded By:

In accordance with Office of Neighborhood Involvement guidelines, SE Uplift direction, and MNA bylaws and procedures the MNA Secretary is authorized to compile MNA records available for public review.

- MNA records required to meet ONI guidelines shall be compiled into physical documents available for review by the public or membership as required by law
- The records shall be made available on the montavillapdx.org website and at all board meetings
- The records shall be copyable by hand by any authorized individual who is reviewing the records

The MNA secretary is responsible for making sure that these files comply with ONI guidelines while protecting a reasonable level privacy of members and directors.

The MNA reserves the right to charge record requesters to cover costs for compiling requested records. The secretary shall invoice the record requester for the cost of the record reproduction plus a reimbursement for the MNA's time compiling the records at a living wage of \$15 per hour for the labor provided..