

# EMERSON-GARFIELD NEIGHBORHOOD COUNCIL BYLAWS

## STATEMENT OF PURPOSE

The purpose of the Neighborhood Council is to improve and preserve the quality of life in the Emerson-Garfield neighborhood through the following actions:

- Review and recommend an action, a policy, or a plan to the city Council Neighborhood Committee, the city and to any city agency, commission or board on any matter affecting the Emerson-Garfield Neighborhood;
- Assist city agencies in determining priority needs for the neighborhood;
- Review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvements;
- Undertake to manage projects as may be agreed upon or contracted with public agencies.

## SECTION 1 — NEIGHBORHOOD BOUNDARIES

The following streets mark the geographic boundaries of the Emerson Garfield Neighborhood (see EG Neighborhood Boundary Map on Page 6):

- **North:** Euclid from Division to Atlantic, Cora from Atlantic to Monroe, and Courtland from Monroe to Belt
- **West:** Belt from Courtland to Indiana, and Monroe from Indiana to Boone
- **South:** Indiana from Belt to Monroe, and Boone from Monroe to Division
- **East:** Division from Boone to Euclid, and Monroe from Cora to Courtland

## SECTION 2 — NEIGHBORHOOD COUNCIL MEMBERSHIP

- A. Membership qualification for the Neighborhood Council is open to any qualifying person 16 years of age or older who are residents, property owners, or the authorized representative of any business within the neighborhood boundaries.
- B. Membership on the Neighborhood Council will be granted upon personal application at any Neighborhood Council Regular or special Meeting. The applicant can become a voting member at the charter meeting, or at the start of attending their third meeting within a six month period. The sign-in sheet at the Neighborhood Council meetings will be adequate to verification of attendance.
- C. At the beginning of each meeting, as an order of business of the Neighborhood council, a Neighborhood Council officer, normally the secretary, will ask if there is anyone present who is

attending their third qualifying Neighborhood Council meeting and if they wish to become a voting member.

- D. The Neighborhood Council voting member list will be updated at least semi-annually and sent to the City's Neighborhood Liaison.
- E. An individual's voting membership on the Neighborhood Council shall lapse on the third successive unexcused absence, unless there are extenuating circumstances which shall be approved by a majority of the officers. The secretary will make a notation in the minutes of each meeting of the names of individuals whose voting membership will lapse by their absence at the next scheduled meeting.
- F. No member shall purport to represent the Neighborhood council unless authorized to do so by the Neighborhood Council.

### **SECTION 3 — MEETINGS**

- A. Unless otherwise specifically defined in these bylaws, all affairs of the Neighborhood Council shall be governed by Robert's Rules of Order, current edition.
- B. Neighborhood Council meetings can be held at least bi-monthly, to address pertinent city and neighborhood activities and concerns.
- C. Special meetings of the Neighborhood Council may be called by the Chairperson, or upon request of 51% of the voting members of the Neighborhood Council, the Chairperson shall be obligated to call a meeting.
- D. Neighborhood Council meetings shall be open to the public. Visitors shall be invited to participate in discussion of the matters at hand, but only qualified voting members of the Neighborhood Council are eligible to vote.
- E. The minimum number of Neighborhood Council members necessary to establish a quorum at any Neighborhood Council meeting is 30% of the current eligible voting members.
- F. The Neighborhood Council shall hold an annual meeting in the Spring of each year for the purpose of election of officers.
- G. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the Neighborhood council and shall be forwarded to the City's Neighborhood Liaison to maintain on public file, and shall be kept on file at the home of the Secretary or the Chairperson.

### **Section 4 — MEETING NOTIFICATION**

- A. All meetings will be publicized in the neighborhood using whatever reasonable means that are available, for example, but not limited to: flyers, mailings, notifications in newspapers, radio, television, etc. Notice shall be distributed not less than seven (7) days prior to the meeting date.

- B. Neighbor Council voting members will be notified by mail of the Neighborhood Council meetings dates, places and time, and preliminary agenda, not less than seven (7) days before the meeting.
- C. Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of this section must be complied with in good faith.
- D. Special Steering Committee meeting notification will be by telephone to all members as soon as the meeting has been called.

## Section 5 — OFFICERS

The officers of the Neighborhood Council shall be titled as Chairperson (or Co-Chairpersons), Vice-Chairperson, Community Assembly Representative, and Secretary taking on the following responsibilities:

- **Chairperson:** Responsible for the operation of the Neighborhood Council and its officers pursuant to the bylaws. This shall include conducting meetings, representing the neighborhood at official functions, appointing subcommittees, monitoring neighborhood expenditures in accordance with budget authorized for the Neighborhood Council, and generally overseeing the business of the Neighborhood Council.
- **Co-Chairperson** - Shares the responsibilities of the Chairperson as mutually agreed upon with the other Co-Chairperson.
- **Vice-Chairperson:** Assists in the responsibilities listed above and assume the duties of the Chairperson or Co-Chairperson in their absence.
- **Community Assembly Representative:** Represents the Neighborhood Council at the Community Assembly and report back to the Neighborhood Council all pertinent information.
- **Community Development (CD) Officer:** Represents the neighborhood's CD activities. Works with the City's Neighborhood Liaison for CD-grant funded projects and activities. Responsible for maintaining the neighborhood mailing list and ensuring the monthly mailings of minutes, agenda and attendance are sent out prior to the next monthly meeting.
- **Secretary:** Responsible for maintaining all written records including attendance, minutes, notifications, etc., as required by these bylaws; shall be responsible for necessary written communications as directed by the Chairperson, Co-Chairpersons, Vice-Chairperson or the Neighborhood Council; shall be responsible for forwarding a copy of minutes and other applicable correspondence to the city's Neighborhood Liaison.
- **Treasurer:** Responsible for managing neighborhood budget. Records neighborhood expenditures and receipts. Manages grants and donated funds, including CD Block Grants. Provides financial updates as requested by the officers. Produces monthly balance sheets and annual reports.

## **SECTION 6 — NOMINATION, ELECTION AND TERM OF OFFICERS**

- A. Elections shall be conducted at the Neighborhood Council Annual Meeting.
- B. A nominating committee shall be appointed by the Chairperson to recommend candidates for the offices. The nominations will be presented at the Annual Meeting and other nominations will be accepted from the floor. All candidates must have accepted the nomination and currently be qualified voting member of the Neighborhood Council.
- C. Officers will be elected by the Neighborhood Council voting members: by a majority vote if there are two or less candidates, or a plurality vote if there are three or more candidates.
- D. Voting will be by secret ballot if there is more than one candidate for office. The ballots shall be maintained for sixty (60) days, by the Secretary, and shall then be destroyed.
- E. The term of office shall be one year.
- F. The Secretary will notify the City's Neighborhood Liaison in writing of the names of the newly elected officers and their addresses, and telephone numbers.

## **SECTION 7 — REMOVAL AND VACANCIES OF OFFICERS**

An elected officer may be removed from office for just cause. Removal shall be debated by not less than 30% of the voting membership of the Neighborhood Council, and requires a majority vote by secret ballot of the members present at a meeting of the Neighborhood Council, providing that a resolution proposing the consideration of the removal has been adopted at a preceding meeting.

Should vacancies occur outside the normal election process, candidates for the unfulfilled nominated from the floor and elected at the next scheduled meeting following the vacancy, using the same process as section 6C and 6D. The person elected to the vacated office will serve for the remainder of the term.

## **SECTION 8 — CITY NEIGHBORHOOD LIAISON**

The City will appoint a City Neighborhood Liaison who shall:

- A. Maintain segments of interaction of with their city a close working relationship with all the city government and facilitate the Emerson-Garfield Neighborhood Council government,
- B. Be responsive to neighborhood requests for assistance, and
- C. Be a conduit for communication between the city government its departments, and neighborhoods.

## **SECTION 9 — SUBCOMMITTEES**

- A. The Chairperson may appoint subcommittees to help conduct specialized business of the Neighborhood.

- B. Reports by subcommittees will be made at each meeting and included in the minutes of the Neighborhood Council meeting.

**SECTION 10 — BYLAWS - AMENDMENTS**

- A. An amendment to the bylaws shall be approved by a 2/3 majority vote of the eligible voting members of the Neighborhood Council present at a scheduled meeting where a quorum is in attendance.
- B. Approved amendments shall be sent to the City's Neighborhood Liaison, the eligible voting members of the Neighborhood Council, and are available, upon request, to the general public.
- C. A copy of the bylaws will be provided to each member of the Neighborhood Council upon attaining eligibility of voting rights and, upon request, to the general public.
- D. The bylaws will be reviewed biennially.

**CONCLUSIONS**

These bylaws were adopted by the Emerson-Garfield Neighborhood Council members on

Date: \_\_\_\_\_ .

Reviewed and submitted by:

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NAME	TITLE
_____	_____
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# Emerson Garfield Neighborhood Boundary Map

