

The (adopted Neighborhood Plan or planning area name here) Neighborhood Plan Contact Team By-laws

Section 1— Definition

- A. The Neighborhood Plan Contact Team means the individuals designated to implement an adopted neighborhood plan. The neighborhood plan contact team is a separate body apart from any existing or future neighborhood associations.
- B. This organization shall be known as the (adopted Neighborhood Plan or planning area name here) Neighborhood Plan Contact Team (_NPCT).

Section 2—Roles & Responsibilities

- A. The role of the (contact team name here) shall be to review and make recommendations on all proposed amendments to the adopted (adopted Neighborhood Plan name here).
- B. When appropriate the ____NPCT may decide to initiate a plan amendment.
- C. The ____NPCT are to serve as community points of contact on matters related to plan implementation and other City of Austin planning initiatives.
- D. It is also the responsibility of the ____NPCT to work on behalf of all stakeholders in the neighborhood planning area

Section 3—Boundaries

- A. North:
South:
East:
West:

Section 4—Membership of the (Contact Team Name Here)

- A. Membership of the ____NPCT shall to the greatest extent practicable include at least one representative from each of the following groups within the neighborhood planning area
 - 1) Property owners
 - 2) Residential renters
 - 3) Business owners
 - 4) Neighborhood organization members owning or renting property within the neighborhood plan area.

- B. No member shall purport to represent the __NPCT unless authorized to do so.
- C. Each member of the __NPCT shall be provided a copy of the of the adopted _____Neighborhood Plan Contact Team by-laws.
- D. Voting membership shall be granted to any individual who meets the criteria as outlined above in Section 4A and has attended a total of _____NPCT meetings.
- E. Voting membership shall become effective at the beginning of the _____ meeting and the new members name shall be noted in the minutes.

Section 5—Removal of Members from the _____ NPCT.

- A. Any __NPCT member who no longer meets the membership criteria of Section 4A shall be removed from the __NPCT.
- B. An individual’s voting membership on the __NPCT shall lapse on the _____ successive unexcused absence unless there are extenuating circumstances that have been communicated to the __NPCT President/Chair.
- C. The Secretary will make a notation in the minutes of each meeting of the names of the individuals whose voting membership will lapse at the next scheduled meeting. The Secretary shall communicate this information to the individuals whose membership is at risk of lapsing as soon as reasonably possible.

Section 6— Decision Making

- A. Consensus:
Decisions of the __NPCT will be made by eligible members, see section 4, according to a consensus.
- B. Voting:
Decisions of the __NPCT will be made by eligible members, see section 4, according to the following rules:
 - a. Majority rule
 - b. Any person of legal age gets to vote
 - c. Must have attended “x” number of meetings to be a voting member, a 500 ft. legal notification letter counts as one required meeting.
 - d. One vote per property owner regardless of the number of properties owned in the planning area.

Section 7—Meetings

- A. Meetings of the __ NPCT shall be open to the public. Community stakeholders are invited to participate in the discussion of the matters at hand, but only qualified decision makers of the NPCT are eligible to make decisions.

- B. Meetings shall be held monthly on the ___day of the month from ___to ___.
- C. Unless otherwise noticed all meetings will be held at the _____.
- D. Meetings can be held on an as-needed basis when an application to amend the _____Neighborhood Plan has been submitted to the City of Austin.
- E. Special meetings of the ___NPCT may be called by an elected officer.
- F. The ___ NPCT shall meet at least (once per year) to elect officers.
- G. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the ___NPCT and shall be forwarded to the Planning & Development Review Department upon request.
- H. Meeting discussions will be conducted in a conversational format with special regard for a dialogue that is respectful and considerate of all members in attendance.

Section 8—Meeting Notification

- A. All meetings will be publicized in the neighborhood using whatever reasonable means available, for example: flyers, newsletters, and/or neighborhood listserves.
- B. Notices shall be distributed not less than ___ days before the meeting date.
- 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.

Section 9—Officers and Duties

- A. The officers of the ___ NPCT shall be, at a minimum: Chair, Vice-Chair, and Secretary.
- B. Duties of the officers are as follows:
 1. The Chair shall be responsible for the operation of the ___NPCT and its officers pursuant to these by-laws. This shall include conducting meetings, representing the team at official functions, appointing subcommittees, and generally overseeing the business of the ___NPCT. The Chair shall have the primary responsibility for coordinating with the City of Austin planners on Neighborhood Plan related issues.
 2. The Vice-Chair shall assist the Chair in preparing meeting agendas and conducting meetings and shall assume all duties of the Chair when required.
 3. The Secretary shall maintain all written records as required in Section 5C of these by-laws. The Secretary shall produce all written communications as directed by the Chair or the NPCT membership.
 4. The Secretary shall submit annually to the City of Austin Planning & Development Review Department a list of the current officers and voting members and the contact information.
 5. The Secretary shall annually submit to the City of Austin Planning & Development Review Department by-laws based upon a standardized template addressing rights and responsibilities, boundaries, membership,

decision making, meetings, meeting notification, elections and duties of officers, finances, conflicts of interest and amendments to the by-laws.

Section 10—Nomination, Election, and Term of Officers

- A. Officers will be elected by the ___NPCT voting members, by majority vote. All candidates must be qualified voting members of the ___NPCT.
- B. Officer terms shall be for ___ years not to exceed ___ consecutive terms.
- C. The Secretary will notify the Planning & Development Review Department in writing of the names of the newly elected officers, their contact information, and the date they are due to take office.

Section 11—Removal and Vacancies of Officers

- A. Any elected officer may be recommended for removal from office for not fulfilling their duties as per Section 9. Removal shall be considered by the ___NPCT and shall require (a two-thirds vote/consensus) of members eligible to (vote/decide) and present at a meeting of the ___NPCT, providing that a resolution proposing the consideration of the removal has been adopted at a preceding meeting and that notice of the (vote/decision) for removal has been included in the call to the meeting at which the (vote/decision) shall take place.
- B. Should vacancies occur outside the normal election process, candidates for the unfilled term shall be nominated from the floor and elected at the next scheduled meeting following the vacancy. The person elected to the vacated office will serve for the remainder of the term.

Section 12—Executive Committee (Optional)

- A. The executive committee shall be composed of the officers of the ___NPCT.
- B. If there are any standing committees as part of the ___NPCT, the Chair of those committees will be a member of the executive committee.
- C. The executive committee shall be responsible for the management of the affairs of the ___NPCT. The duties shall include updating the annual membership list, holding ___NPCT meetings, conducting elections as called for in the by-laws, and representing the ___NPCT in communications with the City of Austin. It shall also act for the ___NPCT in matters specifically delegated to it. It may act for the ___NPCT between regular meetings on any matter determined urgent. Any such action shall be reported at the next regular meeting of the ___NPCT and none of its actions shall conflict with actions taken or policies formulated by the ___NPCT.

Section 13—Committees (Optional)

- A. The ___NPCT Chair may appoint project based standing committees to help conduct the business of the ___NPCT.
- B. Committees shall report to the ___NPCT and these reports shall be entered into the minutes or meeting summaries.
- C. Committees can be standing or ad-hoc in nature.

Section 14—Finances

- A. The ___NPCT may not collect or charge dues of its membership.
- B. The ___NPCT may only accept in-kind donations that aid in the prescribed roles and responsibilities of the ___NPCT as defined in Section 2.
- C. In-kind donations that create a conflict of interest (see Section 15) are not permitted.

Section 15—Conflict of Interest

- A. If a member of the ___NPCT, has an interest in a development that requires a plan amendment, the member must follow these rules:
 - 1) If a member has a *substantial interest* (see below) in a project, the member cannot participate in any decision concerning the project, including the decision of the ___NPCT to recommend an application for a plan amendment or the decision to support or not support the project.
 - 2) If a member has a substantial interest in a proposed project, the member must disclose this interest at the time a plan amendment application is discussed and at the time the recommendation letter for the project is submitted to the Director of the Planning & Development Review Department.
 - 3) A member with a substantial interest in a project may participate in the discussion regarding the proposed amendment. However, participating in the decision regarding that change is not allowed.

Substantial interest means:

- 1) A person owns at least a part of or is invested in the property, or the business developing the property.
- 2) If a person has worked for someone involved in the project over the past year.
- 3) If the person has a business that would directly benefit from the project.

- 4) If the person serves on the board of directors, corporate officer, or any other board overseeing the project.
- 5) If the person owes money to anyone involved in the project.

Section 16—Amendments

- A. These bylaws may be amended by a (two-thirds majority vote/consensus) of those present at a ___NPCT meeting, providing that a resolution proposing the amendment has been adopted at a preceding regular meeting and that notice of the proposed amendment has been given in the call for the meeting at which the amendment shall be voted upon.

Section 17—Effective Date

- A. These bylaws of the _____ Neighborhood Plan Contact Team shall become effective on _____.