

Bylaws of the Bouldin Creek Neighborhood Planning Team

Section 1—Name

- A. This organization shall be known as the Bouldin Creek Neighborhood Planning Team (**BCNPT**).

Section 2—Statement of Purpose

- A. The purpose of the BCNPT shall be to review and make recommendations on all proposed amendments to the *Bouldin Creek Neighborhood Plan*.
- B. The BCNPT will track the ongoing implementation of the action items in the *Bouldin Creek Neighborhood Plan*.

Section 3—Boundaries

- A. **North:** Town Lake
South: Oltorf Street
East: South Congress Avenue
West: Union-Pacific Railroad

Section 4—Membership

- A. BCNPT membership shall be open to anyone who lives or owns property or operates a business within the boundaries of the neighborhood planning area.
- B. Voting membership shall be granted to any individual who meets the above criteria and has attended one BCNPT meeting. Membership shall become effective immediately for those in attendance at the May 11, 2004 meeting so that initial business may be conducted. Thereafter, voting membership shall become effective the meeting immediately following a member's initial meeting attendance and the new members name shall be noted in the minutes.
- C. There shall be no limit to the number of DNPT members.
- D. The BCNPT membership list shall be updated annually and a copy shall reach the City of Austin Neighborhood Planning and Zoning Department by December 15th of each year.
- E. No member shall purport to represent the BCNPT unless authorized to do so by the BCNPT.
- F. Upon the date of adoption of the bylaws, all currently listed participants shall automatically be members. After the date of bylaws adoption, the membership criteria listed above shall apply.
- G. Upon request, each member shall receive a copy of the adopted BCNPT bylaws.

Section 5—Meetings

- A. Unless otherwise specifically defined in these bylaws, all affairs of the BCNPT shall be governed by the *Robert's Rules of Order*, current edition.
- B. The BCNPT shall meet at least once per year to elect officers. Initially, officers shall be nominated and elected at the May 2004 meeting. Yearly thereafter, officers shall be nominated and elected following the prescribed election process as set forth in the current Bouldin Creek Neighborhood Association By Laws.
- C. Meetings shall be held
- D. on an as-needed basis when an application to amend the Bouldin Creek Neighborhood Plan has been submitted to the City of Austin. Meetings shall be held immediately prior to regularly scheduled Bouldin Creek Neighborhood Association meetings.
- E. BCNPT meetings shall be open to members of the Bouldin Creek Neighborhood Association but only qualified voting members of the BCNPT will be eligible to vote.
- F. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the BCNPT and shall be forwarded to the Neighborhood Planning and Zoning Department upon request.
- G. Regular decisions of the BCNPT will be made by majority vote. An issue brought before the BCNPT by an individual property owner will be considered a regular decision and will be determined by a majority vote. Decisions requested by an entity other than an individual property owner shall require a 75% majority for passage.

Section 6—Meeting Notification

- A. All meetings will be publicized in the neighborhood using whatever reasonable means are available, for example, but not limited to: flyers, mailings, the Bouldin Creek Neighborhood Association list serv and newsletters. The BCNPT agenda will be provided in the Bouldin Creek Neighborhood Association newsletter, list serv, and website. The agenda shall set forth any issues for which a vote may be called.
- B. Failure to receive a meeting notice does not invalidate the business conducted at a meeting. However, the provisions of this section must be complied with in good faith.
- C. Parties requesting BCNPT input are required to provide notice of their request to those individuals and businesses meeting the membership definition found in Section 4(A) via regular U.S. Postal Service delivery with 30 days advance notice of the BCNPT meeting.

Section 7—Officers and Duties

- A. The officers of the BCNPT shall be Chair, Vice-Chair, and Secretary.
- B. Duties of the officers are as follows:
 - 1. The Chair shall be responsible for the operation of the BCNPT and its officers pursuant to these bylaws. This shall include conducting

meetings, representing the team at official functions, appointing subcommittees, and generally overseeing the business of the BCNPT. The Chair shall have the primary responsibility for leading the long-term and short-term planning efforts of the neighborhood and shall also have specific duties as spelled out elsewhere in these bylaws and as delegated by the BCNPT. The Chair is also responsible to make all reasonable efforts to notify BCNPT members of issues as needed.

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 by the bylaws, and produce all written communications as directed by the chair, the executive committee, or the BCNPT membership. The Secretary shall provide the BCNPT membership roster to parties as requested.

Section 8—Nomination, Election, and Term of Officers

- A. The membership of the BCNPT shall nominate one or more eligible voting candidates from the BCNPT for each office for the coming year. All candidates must be qualified voting members of the BCNPT. Initially, officers shall be nominated and elected at the May 2004 meeting. Yearly thereafter, officers shall be nominated elected following the prescribed election process as set forth in the current Bouldin Creek Neighborhood Association By Laws.
- B. Officers will be elected by the BCNPT voting members; by a majority vote if there are two or fewer candidates; or a plurality vote if there are three or more candidates.
- C. The terms shall be for one year.
- D. The secretary will notify the Neighborhood Planning and Zoning Department in writing of the names of the newly elected officers, their contact information, and the date they are due to take office.

Section 9—Removal and Vacancies of Officers

- A. Should an officer fail to maintain the membership eligibility as set forth in Section 4, causing a vacancy to 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 10—Executive Committee

- A. The executive committee shall be composed of the officers and the chair of any standing committee of the BCNPT.
- B. The executive committee shall be responsible for the management of the affairs of the BCNPT. The duties shall include updating the annual

membership list, holding BCNPT meetings, conducting elections as called for in the bylaws, and representing the BCNPT in communications with the City of Austin. It shall also act for the BCNPT in matters specifically delegated to it. It may act for the BCNPT between regular meetings on any matter determined urgent. Any such action shall be reported at the next regular meeting of the BCNPT and none of its actions shall conflict with actions taken or policies formulated by the BCNPT.

Section 11—Committees

- A. The BCNPT Chair, with a majority vote of members present, may appoint standing committees to help conduct the business of the BCNPT. The chair of a standing committee will serve as a voting member of the executive committee.
- B. Committees shall report to the BCNPT and these reports shall be entered into the minutes.

Section 12—Amendments

- A. These bylaws may be amended by a two-thirds majority vote of those present at a regular BCNPT 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 13—Effective Date

- A. These bylaws of the BCNPT shall become effective at its May 11, 2004 meeting, subject to a two-thirds majority vote.
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