

**Govalle/Johnston Terrace Neighborhood Plan Contact Team**  
***“Strength Through Unity”***

**BYLAWS**

**ARTICLE I – NAME**

Section 1: Organizational Name: The name of this organization is the Govalle/Johnston Terrace Neighborhood Plan Contact Team (Contact Team).

**ARTICLE II – PURPOSE**

Section 1: Govalle/Johnston Terrace Neighborhood Contact Team is an educational neighborhood planning organization whose purpose is to raise community awareness and increase participation of the Neighborhood planning process, to review and make recommendations regarding Govalle/Johnston Terrace Neighborhood Plan amendments, and to address environmental, economic, health and cultural impacts of land use and community development. Boundaries related to the Govalle/Johnston Terrace Team are defined by the City of Austin’s Govalle/Johnston Terrace Neighborhood planning area.

**ARTICLE III – MEMBERSHIP**

Section 1: Govalle/Johnston Terrace Team has two levels of membership and roles as described below.

**A. Contact Team Executive Committee:**

**ROLE:** Review and make recommendations on all proposed amendments to the adopted Govalle/Johnston Terrace Neighborhood Plan, initiate plan amendments, consider approval of a plan amendment application for an individual property within the planning are to be filed out of cycle; serve as community points of contact on matters related to plan implementation and other City of Austin planning initiatives, and otherwise perform the functions for a plan contact team as described in Austin City Code, Title 25, Article 16 for the Govalle/Johnston Terrace Neighborhood. The Plan Contact Team may also comment on all zoning changes, ordinances, developments and issues impacting the neighborhood planning area and make recommendations. The Plan Contact Team serves as the executive members and decision-making body of the Govalle/Johnston Terrace Neighborhood Plan Contact Team. No member of the Plan Contact Team shall purport to represent the Plan Contact Team unless authorized to do so by the Contact Team Chair. The Plan Contact Team will work on behalf of the stakeholders in the neighborhood planning area.

**MEMBERSHIP:** The Executive Committee membership shall be no less than seven (7) and no more than nine (9) members, with a quorum constituting a majority of the Executive Committee. Eligibility for Executive Committee membership will be, to the greatest extent practicable, at least one representative from the Govalle/Johnston Terrace Neighborhood Planning area who is (a) a property owner, (b) a resident renter, (c) a business owner, and (d) a neighborhood

organization member who owns or rents property within the planning area. Nomination for new Executive Committee members will be made by neighborhood association members, by any member or the Executive Committee, or by general application of any resident or business owner in the Govalle/Johnston Terrace Neighborhood Planning area. Nominees must have resided in Govalle/Johnston Terrace neighborhood or have been otherwise eligible for no less than 3 years to be eligible to serve. Nominees will be vetted and accepted or rejected by acclamation or by majority rule by the next meeting. The Executive Committee shall elect a Team Chair, First Vice-Chair, Second Vice-Chair, and Secretary. Executive Committee members shall have a regular term of four (4) years without limitation on the number of consecutive terms a Plan Contact Team member may serve.

**B. Govalle/Johnston Terrace General Membership: Community members within the CT area**

**ROLE:** To advise and participate in Executive Committee and freely participate in all Govalle/Johnston Terrace Team activities, including participation in the consensus-building conversations with the Executive Committee.

**MEMBERSHIP:** All stakeholder members and organizational representatives from the Govalle/Johnston Neighborhood Planning area.

**C. OFFICERS:**

1. **CHAIR:** The Chair is responsible for the operation of the Contact Team and the Executive Committee, conducting meetings, and generally overseeing the business of the Team. The Chair has the primary responsibility to coordinate with City of Austin planners on Plan issues.

2. **VICE-CHAIR:** The Vice-Chair shall assist the Chair in preparing for and conducting meetings and to assume the duties of the Chair when required.

3. **SECRETARY:** The Secretary maintains and make available all written records, including annually submitting to the City of Austin Planning and Zoning Department a list of current officers and members of the Plan Contact Team. The Secretary will also submit Bylaws and Bylaws Amendments to the Austin Planning and Zoning Department.

Section 2. Any member of the Executive Committee who no longer meets the membership criteria shall be removed from the Executive Committee. Individual's membership on the Executive Committee shall lapse on the 3<sup>rd</sup> successive absence from a regular meeting unless there are extenuating circumstances that have been communicated to the Executive Committee Chair. Officers who do not fulfill their duties may be removed by the will of the Executive Committee. The Secretary will make a notation in the minutes of each meeting of the names of the individuals, if any, whose membership will lapse at the next scheduled meeting and communicate that information to the individuals at risk.

**ARTICLE IV – GOVERNANCE & DECISION-MAKING**

A. The Contact Team shall meet at least four (4) times each year, with its first meeting in September at the PODER office located at 4926 A East Cesar Chavez, 78702. The

Executive Committee will designate its regular meeting place and include the meeting location in its notice of meetings. Meetings will be convened on an as-needed basis by the Chair in response to plan amendment requests submitted to the City of Austin for review beginning in July of each year. The meeting schedule shall be determined by the accommodation of the process to review and complete negotiations as necessary. Members may be allowed to participate in meetings remotely via teleconference, video conference, or on-line meeting technology whenever possible.

- B. Notice of regular meetings of the Contact Team, including the purpose of the meeting, will be made at least 3 days before the meeting (with not less than 1-days notice for specially called meetings) through (1) direct notice to members via email, phone, list serve, website, or other reasonable means; (2) included in the Community Registry entry for the Contact Team, and with notice to appropriate City staff. All meetings will also be publicized in the neighborhood using reasonable appropriate means. If election of officers will be held at a meeting, the known candidates for the offices will be listed in the meeting notice. Approved minutes of meetings and sign-in-sheets, as a record of attendance are kept for all meetings of G/JTNCT.
- C. A quorum of the Executive Committee constitutes three (3) neighborhood association members, two (2) community organizations and/or coalition member, one (1) business member, and one (1) Planning Team.
- D. The Plan Contact Team shall make decisions by consensus or by majority rule. In case of deadlock, the Chair shall have the discretion to call for a vote, but only as a last resort. All eligible members of the Executive Committee shall be granted the right to participate and vote in the proceedings of the Contact Team. The names of eligible members participating in decision-making shall be noted in the minutes.
- E. Committees shall be organized and appointed by the Chair, with an Executive Committee member as Chair of that sub committee. Any resident may serve on a committee, with preference given to the affected residents, business or property owners most directly affected by a G/JTNCT decision.
- F. Any Executive Committee member may resign at anytime by delivering a written resignation letter to any Plan Contact Team officer. The Chair shall then accept any nominations from the Executive Committee or general membership, or designate a replacement for the remainder of that term.
- G. Meetings of the Executive Committee shall be open to the general membership of the Contact Team and the general public and may participate in discussion, but only eligible Plan Contact Team members participate in decision-making.

## ARTICLE V – FINANCES & CONFLICTS OF INTEREST

Section 1. The Govalle/Johnston Terrace Neighborhood Team does not require or accept dues of its membership, and may be supported only with in-kind donations that do not create a conflict of interest as described herein.

Section 2. A conflict of interest occurs when the person at issue has a substantial interest in a project that requires a plan amendment. “Substantial Interest” means, (1) the person owns at least a part of or is invested in the property or the business developing the property, (2) the person has worked for someone involved in the project over the past year, (3) the

person has a business that would directly benefit from the project, (4) the person serves on a board of directors, corporate officer, or a board overseeing the project, or (5) the person owes money to someone formally involved in the project.

Section 3. When a member of the Plan Contact Team has a conflict of interest, as herein defined, that member may speak on the issue, but that person may not participate in the decision making by the Plan Contact Team on the issue of the project or plan amendment.

#### ARTICLE VI – AMENDMENTS TO THE BYLAWS

Section 1: Amendments to the Bylaws shall be approved by consensus of the Executive Committee or, when necessary, by a majority vote. Amendments will be proposed at one meeting of Plan Contact Team before being adopted at a subsequent meeting of the Plan Contact Team. Amendments may be proposed only by the members of the Executive Committee at a called meeting of the Contact Team.

These Bylaws were adopted at a legally convened meeting by the Govalle/Johnston Terrace Neighborhood Plan Contact Team on June 24, 2024 to be effective on June 25<sup>th</sup>,2024.