

The Hyde Park Neighborhood Plan Contact Team Bylaws

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 Hyde Park Neighborhood Plan Contact Team (HPNPCT).

Section 2—Roles & Responsibilities

- A. The role of the HPNPCT shall be to review and make recommendations on all proposed amendments to the adopted Hyde Park Neighborhood Plan and to support implementation of the plan.
- B. When appropriate the HPNPCT may decide to initiate a plan amendment.
- C. When appropriate the HPNPCT may give written approval to allow a plan amendment application for an individual property within the planning area to be filed out of cycle.
- D. The members of the HPNPCT are to serve as community points of contact on matters related to plan implementation and other City of Austin planning initiatives.
- E. It is also the responsibility of the Hyde Park NPCT to work on behalf of all stakeholders in the neighborhood planning area

Section 3—Boundaries

- A. North: 51st Street
South: 38th Street
East: Duval from 38th to 45th; Red River from 45th to 51st.
West: Guadalupe 38th to 47th ; Rowena from 47th to 51st

Section 4—Membership of the Hyde Park NPCT

- A. Membership of the Hyde Park 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 who have a physical address, upon which they pay payroll, personal, sales, or county taxes in Hyde Park
 - 4) Neighborhood organization members owning or renting property within the neighborhood plan area
- B. No member shall purport to represent the Hyde Park NPCT unless authorized to do so.
- C. Each member of the Hyde Park NPCT shall be provided a copy of the adopted Hyde Park NPCT by-laws.

Section 5—Removal of Members from the Hyde Park NPCT

- A. Any HPNPCT member who no longer meets the membership criteria of Section 4 shall be removed from the HPNPCT.
- B. An individual's voting membership on the HPNPCT shall lapse at the next HPNPCT if the member fails to meet the requirements outlined under Section 4D.
- C. The secretary will post the attendance record along with the meeting minutes following each HPNPCT meeting.

Section 6— Decision Making

- A. Decisions of the HPNPCT will be made by voting according to the following rules:
- 1) An affirmative vote of 2/3 of voting membership present is required to adopt a position of the HPNPCT.
 - 2) Any one qualified person may have only one vote.
 - 3) Must be of legal voting age.
 - 4) Must qualify as a voting member per Section 4.
 - 5) One vote per property owner regardless of the number of properties owned in the planning area.
 - 6) For any one business interest one only vote will be allowed
- B. No vote shall be taken unless a quorum defined as 7 eligible voting members is present.
- C. Voting membership shall be granted to any individual who meets the criteria as outlined above in Section 4A and has attended one prior meeting of the Hyde Park NPCT meetings in the last 9 months.

- D. Voting membership shall become effective at the beginning of the meeting and the new members name shall be noted in the minutes.
- E. Proxy voting is not allowed.
- F. To be eligible to vote at a future meeting a member must be present at a meeting for at least half of the posted meeting time.
- G. The names of eligible members participating in decision making shall be noted in the minutes.

Section 7—Meetings

- A. Meetings of the HPNPCT 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/voting members of the NPCT are eligible to make decisions/vote.
- B. Meetings shall be held quarterly during the months of January, April, July and October, on the 4th Monday from 7 to 8:30pm.
- C. Unless otherwise noticed all meetings will be held at the Trinity United Methodist Church located at 4001 Speedway Austin, Texas 78751.
- D. Meetings can be held on an as needed basis when an application to amend the Hyde Park Neighborhood Plan has been submitted to the City of Austin.
- E. Additional meetings of the HPNPCT may be called by an elected officer of the HPNPCT.
- F. The HPNPCT shall elect officers at the quarterly January meeting
- G. Approved minutes of meetings and sign in sheets, as a record of attendance, must be kept for all meeting of the HPNPCT and shall be forwarded to the Planning & Zoning 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 in attendance.
- I. All voting decisions of the HPNPCT shall be governed by parliamentary procedure as defined by the current version of Robert's Rules of Order.
- J. An agenda item shall be added to the HPNPCT agenda upon the request of two or more Contact Team members. Requests may be made during a Contact Team meeting or in writing to the HPNPCT listserv. In order for the item to be considered at the meeting, at least one of the members who requested the item or a proxy must attend the meeting to present the item. If the requesting members or their proxy are not present at the meeting, the agenda item may be dismissed.

Section 8—Meeting Notification

- A. At a minimum, meeting notification will be publicized through:
 - 1) Direct notification of all HPNPCT members (including voting and non-voting members) via email, phone, listserv (HydeParkAustin and HydeParkContactTeam Yahoo Groups), or Contact Team website
 - 2) The meeting schedule shall be described in the Community Registry entry for the HPNPCT; and
 - 3) Meeting notification shall be provided to City staff for dissemination to the general public through a centralized Contact Team website, or other means
- B. All meetings will also be publicized in the neighborhood using whatever reasonable means are available, for example: flyers, signs, newsletters, and/or neighborhood listserves.
- C. Notices of all regular and specially called meetings shall be distributed not less than seven days before the meeting date.
- D. Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of this section must be complied with in good faith. There will be a general note on the Hyde Park website as well as in the Pecan Press regarding the existence of the Contact Team, regular meetings, and a contact.
- E. The meeting notice will include a meeting agenda and the location of the meeting.

Section 9—Officers and Duties

- A. The officers of the HPNPCT shall be, at a minimum: Chair, Vice-Chair, and Secretary.
- B. Duties of the officers are as follows:
 - 1. The Chair or Co-Chairs shall have the following responsibilities:
 - a. Conduct the meetings;
 - b. Represent the HPNPCT at official functions;
 - c. Oversee the business of the HPNPCT; and
 - d. Coordinate with the City of Austin planners on Neighborhood Plan related issues;
 - 2. The Vice Chair shall have the following responsibilities:
 - a. Prepare and post all meeting notices;

- b. Identify and reserve meeting location;
 - c. Maintain all attendance records including the voting status of all members;
 - d. Maintain a list of HPNPCT committees;
 - e. Prepare and post at least annually a notice in Hyde Park Yahoo Group, as well as in the Pecan Press regarding the existence of the Contact Team, regular quarterly meetings, and a contact as described in Section 8A “Meeting Notification”; and
 - f. Assume the duties of the Chair should that office become vacant.
3. The Secretary shall have the following responsibilities:
- a. Record minutes for all quarterly and special called meetings of the HPNPCT;
 - b. Prepare all communications regarding actions and decisions of the HPNPCT for approval by the Chair;
 - c. Distribute all communications regarding actions and decisions of the HPNPCT and approved by the Chair;
 - d. Submit annually to the City of Austin a list of all officers along with their contact information; and
 - e. Submit annually to the City of Austin a copy of the approved HPNPCT by-laws.

C. An officer may delegate one of their responsibilities to an HPNPCT voting member provided that another officer cannot carry out the responsibilities.

Section 10—Nomination, Election, and Term of Officers

- A. Officers will be elected by the HPNPCT members, per section 6A. All candidates must be qualified voting members of the HPNPCT.
- B. Candidates must be listed in the agenda of the meeting at which the vote will occur.
- C. Officer terms shall be for 2 years not to exceed 2 consecutive terms.
- D. The Secretary will notify the Planning & Zoning Department in writing of the names of the newly elected officers, their contact information, and the date they are due to take office.

- E. The first slate of officers of the HPNPCT will be elected at the first scheduled quarterly meeting of the year by all those present who qualify as per Section 4A.

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 HPNPCT and shall require a two thirds vote of members eligible to vote and present at a meeting of the HPNPCT, providing that a resolution proposing the consideration of the removal has been adopted at a preceding meeting and that notice of the vote for removal has been included in the call to meeting at which the vote 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 and up to 2 additional terms but not more than a total of 4 consecutive years.

Section 12—Committees

- A. The HPNPCT Chair, with the approval of the officers, may appoint committees to help conduct the business of the HPNPCT.
- B. Committees shall report to the HPNPCT and these reports shall be entered into the minutes or meeting summaries.
- C. Committees can be standing or ad-hoc in nature.
- D. Committees of the HPNPCT will operate under the same rules as the HPNPCT.

Section 13 – Communications

- A. No communication shall be sent to any City of Austin elected official, staff member, board, or commission purporting to represent an official position of the HPNPCT unless that position has been approved by a vote of the membership pursuant to these by-laws;
- B. Any position approved by a vote of the membership pursuant to these by-laws shall be communicated to the appropriate City of Austin elected official, staff member, board or commission within 72 hours.
- C. All communications sent on behalf of the HPNPCT to a City of Austin elected official, staff member, board or commission shall be carbon copied to the HPNPCT Yahoo Group and the Hyde Park Yahoo Group;

Section 14—Finances

- A. The HPNPCT may not collect or charge dues of its membership.
- B. The HPNPCT may only accept in kind donations that aid in the prescribed roles and responsibilities of the HPNPCT 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 voting member of the HPNPCT, or immediate family, 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 Hyde Park 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 & Zoning Department.
 - 3) A member with a *substantial interest* in a project may participate in the discussion regarding the proposed amendment. However, participating in the voting or *decision* regarding that amendment is disallowed.
 - 4) For the purposes of this section, an immediate family member is defined as a parent, sibling, child, or spouse or domestic partner.

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 or received payment from 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 of those present at a

regular HPNPCT 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

These bylaws of the Hyde Park Neighborhood Plan Contact Team shall become effective on Monday, April 23, 2018.