

Brentwood Neighborhood Plan Contact Team Bylaws

Revised February 2017

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Section 1— Definition

- A. The neighborhood plan contact team (NPCT) 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 Brentwood Neighborhood Plan Contact Team (BNPCT).
- C. The Community Registry is the official listing of members and contacts of the BNPCT that are selected by the BNPCT and submitted to the City of Austin for public posting.
- D. An “unexcused absence” shall be one where a BNPCT member does not apprise the team in advance of their inability to attend due to a scheduling conflict. In the case of an “emergency” as deemed by the committee (e.g. illness, death in family, etc), advanced notice is not required and the absence would be considered “excused”.

Section 2—Roles & Responsibilities

- A. The role of the BNPCT shall be to review and make recommendations on all proposed amendments to the adopted Brentwood Portion of the adopted Brentwood/Highland Neighborhood Plan and to support implementation of the plan.
- B. When appropriate the BNPCT may decide to initiate a plan amendment.
- C. When appropriate the BNPCT 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 BNPCT 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 BNPCT to work on behalf of all stakeholders in the neighborhood planning area.
- F. Prior to the BNPCT submitting their formal recommendation to City staff, the City will notify property owners within 300’ of the subject tract and the interest list when a plan amendment application is submitted to the City.

The City will organize a meeting between the applicant and the BNPCT to discuss and to consider whether to support the proposed plan amendment.

Section 3—Boundaries

- A. For the Brentwood Section of the Brentwood Highland Combined Neighborhood Plan
- B. Brentwood Neighborhood is bound by:
 - North: Justin Lane
 - South: 45th Street
 - East: Lamar Boulevard
 - West: Burnet Road

Section 4—Membership of the BNPCT

- A. Membership of the BNPCT 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 BNPCT unless authorized to do so by the BNPCT.
- C. Upon initiation of membership to the BNPCT and/or upon request, each member of the BNPCT shall be provided a copy of the adopted BNPCT by-laws.
- D. Upon the date of adoption of the bylaws, all currently listed participants shall automatically be members. After the date of adoption, the membership criteria listed above shall apply.

Section 5—Removal of Members from the BNPCT.

- A. Any BNPCT member who no longer meets the membership criteria of Section 4A shall be removed from the BNPCT.
- B. An individual's voting membership on the BNPCT shall lapse on the 2nd successive "unexcused absence" (see section 1.D) unless there are extenuating circumstances that shall be approved by a majority of the officers.
- C. The Secretary will make a notation in the minutes of each meeting of the names of the individuals whose membership will lapse at the next scheduled meeting. The Secretary shall communicate this information to the individuals whose membership is at risk of lapsing within 30 days.

Section 6— Decision Making

- A. Decision Making Method. Decisions of the BNPCT will be made by eligible members (see item B of this section), according to a vote, according to the following rules:
 - 1. Majority rule;
 - 2. Any member who is present at the meeting and eligible to vote as described under Subsection 6(B) Eligibility, gets to vote;
 - 3. Upon attendance to a new member's third BNCPT meeting, they are qualified to vote (see Subsection 6(B) Eligibility); and
 - 4. One vote per property owner regardless of the number of properties owned in the planning area.
- B. Eligibility. The ability to participate in decision-making shall be granted to any member who:
 - 1. meets the membership criteria as outlined in Section 4.A;
 - 2. has attended a total of two (2) BNPCT meetings (Members shall be able to participate in decision-making at the beginning of the 3rd meeting); and
 - 3. is at least 18 years of age.
- C. Quorum. A quorum of eligible members must be present in order to make a decision at a BNPCT meeting. A quorum is established when at least 5 eligible decision-making members, as defined under subsection 6(B) Eligibility, are present.
- D. The names of eligible members participating in decision making shall be noted in the minutes.

Section 7—Meetings

- A. Meetings of the BNPCT shall be open to the public. Community stakeholders are invited to participate in the discussion of the matters at hand, but only eligible members of the BNPCT, as defined under Subsection 6(B) Eligibility are allowed to participate in decision-making.
- B. Meetings shall be held at least three (3) times per year on a date and time mutually agreeable to a majority of the eligible voting members.
- C. Meetings shall be held at a mutually agreeable location that adequately accommodates voting members and any guests.
- D. Meetings can be held on an as-needed basis when an application to amend the Brentwood portion of the Brentwood Highland Combined Neighborhood Plan has been submitted to the City of Austin.
- E. Special meetings of the BNPCT may be called by a member of the executive committee.
- F. The BNPCT shall elect officers annually.
- G. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the BNPCT and shall be forwarded to the Planning and Zoning Department upon request.
- H. Unless otherwise specifically defined in these bylaws, all affairs of the BNPCT shall be governed by Robert’s Rules of Order, current edition. A copy of Robert’s Rules shall be made available via online, computer, tablet, or hard copy at every meeting. The Chair shall be responsible for conducting the meeting according to Robert’s Rules and for providing a copy of said rules.
- I. At the discretion of the executive committee, on-line technology may be used for conducting BNPCT business, e.g. discussions via group email or list-serve, voting via group email or list-serve, etc.

Section 8—Meeting Notification

- A. At a minimum, meeting notification will be publicized through:

1. Direct notification of all Contact Team members (including voting and non-voting) via e-mail, phone, list-serve, or Contact Team website;
 2. The meeting schedule shall be described in the Community Registry entry for the Contact Team; 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: flyer, sign, newsletter, and/or neighborhood list-serve.
- C. Notices of regular and/or specially called meetings, shall be distributed not less than 7 days before the meeting date.
- D. The meeting notice will include a meeting agenda.
- E. 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 BNPCT 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 BNPCT 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 BNPCT. 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 BNPCT.
 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 BNPCT membership.

4. The Secretary shall submit annually to the City of Austin Planning and Zoning Department a list of the current officers and members eligible to vote and the contact information.
5. The Secretary shall annually submit to the City of Austin Planning and Zoning Department bylaws consistent with the standardized template addressing roles and responsibilities, boundaries, membership, decision making, meetings, meeting notification, elections and duties of officers, finances, conflicts of interest and amendments to the bylaws.

Section 10—Election and Term of Officers

- A. The membership of the BNPCT shall nominate one or more eligible voting candidates from the BNPCT for each office for the coming year. All candidates must be qualified voting members of the BNPCT.
- B. Officers will be elected by the BNPCT using majority rule if there are two (2) or fewer candidates, or a plurality vote if there are three (3) or more candidates. All candidates must be eligible members of the BNPCT as defined under Subsection 6(B) Eligibility.
- C. Candidates must be listed in the agenda of the meeting at which the vote will occur.
- D. Officer terms shall be for one (1) year.
- E. The Secretary will notify the 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 11—Removal and Vacancies of Officers

- A. Any elected officer may be removed from office for good cause. Removal shall be debated by the BNPCT and require a two-thirds vote of members present at a meeting of the BNPCT, provided that a resolution proposing the consideration of the removal had been adopted at a preceding meeting and that notice of the vote for removal was included in the call to the 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.

Section 12—Executive Committee

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

Section 13—Committees

- A. The BNPCT Chair, with the approval of the executive committee, may appoint standing committees to help conduct the business of the BNPCT. The chair of a standing committee will serve as a voting member of the executive committee.
- B. The Chair and/or Executive Committee may appoint special committees or subcommittees to help conduct specialized business of the BNPCT.
- C. Committees shall report to the BNPCT and these reports shall be entered into the minutes.
- D. Committees can be standing or ad-hoc in nature.

Section 14—Finances

- A. The BNPCT may not collect or charge dues of its membership.
- B. The BNPCT may only accept in-kind donations that aid in the prescribed roles and responsibilities of the BNPCT 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 BNPCT 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 or voting concerning the project, including the decision of the BNPCT 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.
 - 3. Note that a member with a substantial interest in a project may participate in the *discussion* regarding the proposed change. However, participating in the voting or *decision* regarding that change is disallowed.
- B. *Substantial interest* means:
 - 1. A person owns at least a part of or is invested in the property, or 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.
- C. Conflict of Interest as it relates to the Plan Amendment Process is also specifically addressed in Ordinance 030320-23 of the City Code.

Section 16—Amendments

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- A. These bylaws may be amended by a two-thirds majority vote of a quorum of eligible voting members present at a regular BNPCT meeting who meet the eligibility requirement in Subsection 6(B) Eligibility, providing that a resolution proposing the amendment has been adopted at a preceding regular meeting or special meeting as provided for by subsection 7(E) 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 Brentwood Neighborhood Plan Contact Team shall become effective no later than February 15th, 2017.