

The Montopolis Neighborhood Plan Contact Team Bylaws

Section 1 – Name

A.

This organization shall be known as the Montopolis Neighborhood Plan Contact Team (MNPCT).

Section 2 - Statement of Purpose

A.

The purpose of the MNPCT is to uphold the implementation of the plan’s vision, goals and recommendations, and to discuss and provide a recommendation to City Staff, Planning Commission and City Council on any proposed neighborhood plan amendments that are text, map changes or any other planning initiatives, ordinances and other relevant matters affecting the Montopolis Neighborhood Planning Areas. The Contact Team/Planning Team may also submit an application to the Director of Neighborhood Planning & Zoning Department to amend a neighborhood plan at any time.

B.

The objective of the MNPCT is to improve the quality of life in Montopolis by creating and preserving affordable homes for all stages of life, improving transportation connections and neighborhood safety, ensuring compatibility, enhance and enliven streetscape, and respect the diverse character through land use and zoning decisions.

Section 3 - Boundaries

North: Grove

South: Ben White

East: Bastrop Highway

West: Grove

Section 4 - Membership of the MNPCT Neighborhood Plan Contact Team

A.

MNPCT membership shall be open to anyone who lives or owns property or operates a business and/or who serves residents within the boundaries of the neighborhood planning area.

1. As per city Ordinance# 20080306-073 each established contact team must have, at minimum, the following groups represented on the team:

- a) Property owners;
- b) Non-property owner residents (renters);
- c) Business owners;
- d) Neighborhood associations;

B.

No member shall purport to represent the MNPCT unless authorized to do so by the Executive Committee. (See Section 8 and 9)

C.

Each member of the contact team shall be provided a copy of the adopted MNPCT by-laws.

D.

MNPCT will consist of an executive committee (8) and general membership.

E.

A current list of the executive committee and general membership and the above mentioned groups they represent of the MNPCT shall be submitted annually to the Neighborhood Planning and Zoning Department.

Section 5 - Decision Making

- A. Decisions are made by a majority vote of the listed MNPCT membership and a quorum of the executive committee must be present.

Section 6 - Meetings

A.

The Montopolis NPCT shall hold elections for officers every four years. Elections will be held on even years in the month of January.

B.

Meetings shall be held when an application to amend the Montopolis Neighborhood Plan has been submitted to the City of Austin, or when other relevant matters affecting the Montopolis Neighborhood Planning area need to be addressed. For example; new planning initiatives, or ordinances or request for information from City Departments.

C.

The MNPCT shall meet at least quarterly.

D.

Unless otherwise noticed all meetings will be held at the Montopolis Recreation Center.

E.

Special meetings of the MNPCT may be called by the executive committee. A member of the general membership may request a special meeting by asking two member of the executive committee, one of whom must be an officer.

F.

MNPCT meetings 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 MNPCT are eligible to participate in decision making. (See Section 5A)

G.

Meeting summaries and sign-in sheets, as a record of attendance, will be kept for all meetings of the MNPCT.

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 7 - Meeting Notification

A.

All meetings will be publicized in the neighborhood using whatever reasonable means that is available. Notices shall be distributed not less than 7 days before the meeting date.

B.

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 8 - Executive Committee

A.

The executive committee shall be composed of 3 officers and 5 at-large positions.

B.

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

C. Members of the Executive Committee will vote to approve new members to the General Membership. New general members must have attended three consecutive meetings and be in good standing with the community.

Section 9 —Officers and Duties of the Executive Committee

A.

The officers of the MNPCT executive committee 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 MNPCT 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 MNPCT. 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 MNPCT.

The vice-chair shall assist the Chair in preparing meeting agendas and conducting meetings and shall assume all duties of the Chair when required.

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 MNPCT membership.

Section 10 —Nomination, Election, and Terms of Officers

A.

The listed general membership and the executive committee of the MNPCT shall nominate one or more eligible voting candidates from the MNPCT for each office every four years. All candidates must be qualified voting members of the MNPCT.

B.

Officers will be elected by the listed general membership and the executive committee of the MNPCT voting members by a simple majority vote as per Roberts Rules of Order.

C.

Officers and members at-large will be elected every four years. There are no term limits for officers and members at-large.

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 11 —Removal and Vacancies of Officers

A.

Any elected officer may be recommended for removal for not fulfilling their duties as per Section 9B. Removal shall be debated by the MNPCT and shall (require a two-thirds vote of members eligible to vote as per Section 4A1 and present at a meeting of the MNPCT, 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 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—Committees

A.

The MNPCT Chair, with the approval of the Executive Committee, may appoint project based standing committees to help conduct the business of the MNPCT. The Chair of a standing committee will serve as a voting member of the Executive Committee.

B.

The MNPCT Chair with the approval of the Executive Committee, may appoint ad-hoc committees or subcommittees to help conduct specialized business of the MNPCT.

C.
Committees shall report to the MNPCT and these reports shall be entered into the minutes or meeting summaries

D.
Committees can be standing or ad-hoc in nature.

Section 13—Amendments

A.
These by-laws may be amended by a majority vote of listed general members and executive committee of the MNPCT members present and a quorum of the Executive Committee. A resolution proposing the amendment must have 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 14—Effective Date

A.
These by-laws of the Montopolis Neighborhood Plan Contact Team shall become effective on **September 30th, 2015.**

Section 15—Conflict of Interest

A. If a voting member of the MNPCT 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 or voting concerning the project, including the decision of the MNPCT 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 Neighborhood Planning and Zoning Department.
3. 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.

Substantial interest can mean:

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.