

## **The NORTH AUSTIN CIVIC ASSOCIATION Neighborhood Plan Contact Team By-laws**

### 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 association.
- B. This organization shall be known as the North Austin Civic Association Neighborhood Plan Contact Team (NACA NPCT).

### Section 2 – Roles & Responsibilities

- A. The role of the NACA NPCT shall be to review and make recommendations on all proposed amendments to the adopted North Austin Civic Association Neighborhood Plan.
- B. When appropriate the NACA NPCT may decide to initiate a plan amendment.
- C. The NACA NPCT is to serve as community points of contact on matters related to plan implementation and other City of Austin planning initiatives.
- D. It is also the responsibility of the NACA NPCT to work on behalf of all stakeholders in the neighborhood planning area.

### Section 3—Boundaries

- A. North: Kramer Lane  
South: Highway 183  
East: Lamar Boulevard  
West: Metric Boulevard

### Section 4- Membership of the NACA NPCT

- A. Membership of the NACA 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 owners
  - 3) Business owners
  - 4) Neighborhood organization members owning or renting property within the neighborhood plan area.
- B. Representatives shall to the greatest extent possible be drawn from the group of persons involved in the development of the neighborhood plan.
- C. No member shall purport to represent the NACA NPCT unless authorized to do so.

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- D. Each member of the NACA NPCT shall be provided a copy of the adopted NACA Neighborhood Plan Contact Team by-laws.
- E. Voting membership shall be granted to any individual who meets the criteria as outlined above in Section 4A and has attended a total of one (1) NACA NPCT meetings.
- F. Voting membership shall become effective at the beginning of the second (2) meeting and the new members name shall be noted in the minutes.
- G. There shall be no more than 15 voting members on the NACA NPCT.

#### Section 5 – Removal of Members from the NACA NPCT

- A. Any NACA NPCT member who no longer meets the membership criteria of Section 4A shall be removed from the NACA NPCT.
- B. An individual's voting membership on the NACA NPCT shall lapse on the second (2) successive unexcused absence unless there are extenuating circumstances that have been communicated to the NACA NPCT Chair and shall be approved by: a) the Chair; or b) majority of the officers.
- C. The Secretary will make a notation in the minutes of each meeting of the names of the individuals whose voting membership will lapse at the next scheduled meeting. The Secretary shall communicate this information to the individuals whose membership is at risk of lapsing as soon as reasonably possible.

#### Section 6 – Decision Making

Decisions of the NACA NPCT will be made by voting according to the following rules:

- a. Majority rule
- b. One person per household gets to vote.
- c. One vote per property owner regardless of the number of properties owned in the planning area.
- d. A quorum of half plus one of eligible members is needed to conduct business of the NACA NPCT.
- e. Voting of the team may be in person at a scheduled meeting or by email at the discretion of the Chair.

#### Section 7—Meetings

- A. Meetings of the NACA NPCT shall be open to the public. Community stakeholders are invited to participate in the discussion of the matters at hand, but only qualified voting members of the NPCT are eligible to vote.
- B. Meetings can be held on an as-need basis when an application to amend the NACA Neighborhood Plan has been submitted to the City of Austin.
- C. Special meetings of the NACA NPCT may be called by any officer of the NACA NPCT.

- D. The NACA NPCT shall meet at least once per year to elect officers.
- E. Voting members do not have a greater right or privilege over non-voting public to speak at a public meeting of the NACA NPCT.
- F. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the NPCT and shall be forwarded to the Planning and Development Review Department upon request.
- G. 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 8—Meeting Notification

- A. All meetings will be publicized in the neighborhood using whatever reasonable means available, for example: flyers, mailings, newsletters, print publications, and/or neighborhood listserves or websites.
- B. Notices shall be distributed not less than seven days before the meeting date.
- C. 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 NACA NPCT 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 NACA NPCT 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 NACA NPCT. The Chair shall have the primary responsibility for coordinating with the City of Austin planners on Neighborhood Plan related issues.
  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 Section 5C of the bylaws. The Secretary shall produce all written communications as directed by the Chair, the executive committee, or the NPCT membership.
  4. The Secretary shall submit annually to the Director of the City of Austin Planning & Development Review a list of the current officers and voting members including individual contact information and applicable membership category under Section 4.
  5. The Secretary shall submit to the Director of the City of Austin Planning & Development Review new by-laws or changes in existing bylaws. The bylaws shall be based upon a standardized template provided by the Director and shall address roles and responsibilities, boundaries,

membership, decision-making, meetings and meeting notifications, officers and duties, finances, conflicts of interest and amendments to the by-laws.

6. The Secretary shall maintain all attendance records including current addresses and if required, voting status of members.

## Section 10—Nomination, Election, and Term of Officers

- A. Officers will be elected by the NACA NPCT voting members; by a majority vote. All candidates must be qualified voting members of the NACA NPCT.
- B. Officers begin their term of office at the close of the meeting at which they are elected.
- C. The Secretary will notify the Planning & Development Review in writing of the names of the newly elected officers, their contact information, and the date they take office.

## 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 NACA NPCT and shall require a two-thirds vote of members eligible to vote and present at a meeting of the NACA NPCT, 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 had 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—Executive Committee

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

### Section 13—Committees

- A. The NACA NPCT Chair, with the approval of the executive committee, may appoint project based standing committees to help conduct the business of the NACA NPCT. The Chair of a standing committee will serve as a voting member of the executive committee.
- B. The NACA NPCT Chair with the approval of the executive committee may appoint ad-hoc committees or subcommittees to help conduct specialized business of the NACA NPCT.
- C. Committees shall report to the NACA NPCT and these reports shall be entered into the minutes or meeting summaries.
- D. Committees can be standing or ad-hoc in nature.

### Section 14 – Finances

- A. The NACA NPCT may not collect or charge dues on its membership.
- B. The NACA NPCT may only accept in-kind donations that aid in the prescribed roles and responsibility of the NACA NPCT 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 NACA NPC, 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 NACA 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 & Development Review.
  - 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* means:

- 1) A person owns at least a part of or is invested in the property, or the business developing the property.

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- 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.

#### Section 16—Amendments

- A. These by-laws may be amended by a two-thirds vote of the eligible members, 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

- A. These bylaws of the North Austin Civic Association Neighborhood Plan Contact Team shall become effective on September 23, 2014.