

South Manchaca Neighborhood Plan Contact Team (SMNPCT) Bylaws

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SECTION 1—DEFINITION

- A. The South Manchaca Neighborhood Plan Contact Team (SMNPCT) shall be referred to as the “CONTACT TEAM” within this document.
- B. Contact Teams play important roles in implementing neighborhood plans, and in making changes to those plans. But, they do not have final decision making authority. That authority rests with the Austin City Council - either through amending a neighborhood plan, or making budgeting decisions to implement recommendations in the neighborhood plan. Because final responsibility for neighborhood plans rests with the Austin City Council, the Council, not the contact teams, is invested with legal responsibility for those plans.
- C. The CONTACT TEAM is responsible for implementing the South Manchaca portion of the South Austin Combined Neighborhood Plan (SACNP).

SECTION 2—ROLES & RESPONSIBILITIES

- A. The role of the CONTACT TEAM shall be to review and make recommendations on all proposed amendments to the adopted South Austin Combined Neighborhood Plan (SACNP).
- B. When appropriate the CONTACT TEAM may decide to initiate a plan amendment as defined in City of Austin Article 16 Neighborhood Plan Amendments¹.
- C. When appropriate, the CONTACT TEAM may give written approval to allow a plan amendment for an individual property within the planning area to be filed out of cycle.
- D. The CONTACT TEAM is to serve as community point of contact on matters related to plan implementation and other City of Austin planning initiatives which impact the SACNP.
- E. It is also the responsibility of the CONTACT TEAM to work on behalf of all stakeholders in the neighborhood planning area.
- F. The CONTACT TEAM will work with city staff to monitor the action items in the South Austin Combined Neighborhood Plan (SACNP) for the South Manchaca neighborhood planning area. The CONTACT TEAM will be responsible for disseminating information to the neighborhood in a timely manner via reasonable means of communication.

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https://www.municode.com/library/tx/austin/codes/code_of_ordinances?nodeId=TIT25LADE_CH25-1GEREPR_ART16NEPLAM

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- G. It is the intention of the CONTACT TEAM to work collaboratively with the other SACNP contact teams in matters that effect the Civic Center, the shared corridors, or the shared boundaries within the SACNP.
- H. It is the intention of the CONTACT TEAM to work collaboratively with other contact teams outside the SACNP boundaries on matters related to those shared boundaries.
- I. Membership in the CONTACT TEAM is an act of servant leadership which must be taken seriously by all members, especially Elected Officers. Members shall be mindful of the responsibility and privilege to serve the interests of the people in the area represented by the CONTACT TEAM.

SECTION 3—BOUNDARIES

South Manchaca Neighborhood Plan Area

- A. North: Ben White Boulevard
South: Stassney Lane
East: South First Street
West: Manchaca Road

South Austin Combined Neighborhood Plan Area

- A. North: Ben White Boulevard
South: William Cannon
East: South First Street
West: Boundary Abutting Sunset Valley City Limits

SECTION 4—MEMBERSHIP

South Manchaca Neighborhood Plan Contact Team (CONTACT TEAM)

- A. General membership of the CONTACT TEAM shall to the greatest extent practicable include at least one representative from each of the following groups within the South Manchaca neighborhood plan area:
 - 1. Property owners
 - 2. Residential renters
 - 3. Business owners
 - 4. Neighborhood organization members owning or renting property within the neighborhood plan area
 - 5. Non-profit organization, and / or institutional entities based within the neighborhood plan area.

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- B. Voting membership shall be granted to any individual who
 - 1. meets the criteria as outlined above in Section 4A
 - 2. is of legal voting age
 - 3. has attended a total of one of the last three CONTACT TEAM meetings. Receipt of a 500-foot Legal Notification letter shall count as one required meeting.
- C. The names of members participating in decision making shall be noted in the minutes.
- D. Upon the date of the meeting for the adoption of the bylaws, all currently listed meeting participants who meet requirements of Section 4A and is of legal voting age shall automatically be Voting Members. After the date of bylaws adoption, the membership criteria listed in Section 4B shall apply.
- E. It is the responsibility of each member of the CONTACT TEAM to be familiar with the adopted South Austin Combined Neighborhood Plan and the CONTACT TEAM bylaws. No member shall purport to represent the CONTACT TEAM unless authorized to do so by the Officers of the CONTACT TEAM.
- F. Each member of the CONTACT TEAM shall be provided with a link to the CONTACT TEAM by-laws.

SECTION 5—REMOVAL OF MEMBERS FROM THE CONTACT TEAM

- A. Any CONTACT TEAM member who no longer meets the membership criteria of Section 4 shall be removed from the CONTACT TEAM.
- B. An individual's Voting membership on the CONTACT TEAM shall lapse on the third successive absence unless there are extenuating circumstances that have been communicated to the CONTACT TEAM Chair.
- C. The Membership Officer shall make a notation in the minutes of each meeting of the names of individuals whose membership will lapse at the next scheduled meeting. When possible the Membership Officer shall communicate this information to the individuals whose membership is at risk of lapsing within 30 days.
- D. CONTACT TEAM Officers who miss more than three (3) meetings in a ten-month period shall be replaced by special election, but may remain general members of the CONTACT TEAM provided they meet Section 4 Criteria.

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SECTION 6—DECISION MAKING

- A. Decisions of the CONTACT TEAM will be made by voting members in attendance according to the following rules:
 - 1. Majority rule of voting members present.
 - 2. One person one vote, regardless of the number of properties owned within the planning area.
 - 3. Qualified voting member may notify CONTACT TEAM officer(s) prior to the vote meeting that they are designating a named proxy for their vote.
 - 4. A named proxy may represent only one voting member in addition to him or herself and must be a qualified voting member of the CONTACT TEAM.
 - 5. A non-profit organization and / or institutional entity as defined in Section 4 shall have one vote each.

SECTION 7—MEETINGS

- A. Meetings of the CONTACT TEAM shall be open to the public. Community stakeholders are invited to participate in the discussion of the matters at hand, but only voting members, as defined in Section 4 and Section 6 of the CONTACT TEAM bylaws, are eligible to vote.
- B. Meetings shall at a minimum be held three times a year in the months of March, July, and November.
- C. When possible each CONTACT TEAM meeting will be held immediately prior to and at the same location as a general meeting of the Southwood Neighborhood Association meeting.
- D. Special meetings can be held on an as-needed basis.
- E. Special meetings of the CONTACT TEAM may be called by an elected officer with the consent of at least one additional officer or team member.
- F. Except as described in Section 10H, the CONTACT TEAM shall elect officers at the November CONTACT TEAM Meeting.
- G. A record of all CONTACT TEAM approved minutes and sign-in sheets, as a record of attendance, must be kept by the CONTACT TEAM and shall be forwarded to the City of Austin 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 members in attendance.

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SECTION 8—MEETING NOTIFICATION

- A. At minimum, meeting notification will be publicized through:
 - 1. Direct notification of all CONTACT TEAM members (including voting and non-voting) via email, listserve, social media 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 be publicized in the neighborhood using whatever reasonable means available, for example: web posting and/or neighborhood listserves, social media, flyers and newsletters.
- C. Notices of regular meetings shall be distributed not less than seven days before the meeting date. When possible notices of specially called meetings shall be distributed not less than seven days before the meeting date.
- D. 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 CONTACT TEAM shall be, at a minimum: Chair, Vice-Chair, Secretary and Membership Officer.
- B. Duties of the officers are as follows:
 - 1. The Chair shall be responsible for the operation of the CONTACT TEAM and its officers pursuant to these bylaws. This shall include conducting meetings, representing the CONTACT TEAM at official functions, appointing subcommittees, ensuring that the community registry is up to date and generally overseeing the business of the CONTACT TEAM. The Chair shall have the primary responsibility for coordinating with the City of Austin on Neighborhood Plan related issues.
 - 2. The Vice-Chair shall assist the Chair in preparing meeting agendas and conducting meetings, shall chair the election committee and shall assume all duties of the Chair when required.
 - 3. The Secretary shall maintain all written records. The Secretary shall produce all written communications as directed by the Chair or the CONTACT TEAM membership.

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4. The Secretary shall submit annually to the City of Austin Planning & Zoning Department a list of the current officers and members which includes their contact information and their membership category (see Section 4A). This list will be provided to the Secretary by the Membership Officer.
5. The Secretary shall annually submit to the City of Austin Planning & Zoning Department bylaws based upon a standardized template addressing rights and responsibilities, boundaries, membership, decision making, meetings, meeting notifications, elections and duties of officers, finances, conflicts of interest and amendments to the bylaws.
6. The Membership Officer shall verify membership eligibility as defined in Section 4, track membership attendance, and maintain the membership contact list which includes the group category of the member and their voting status.
7. The Membership Officer will provide this list to the Secretary for inclusion in the annual report to the City of Austin Planning & Zoning Department.

SECTION 10—ELECTION PROCESS AND TERMS OF OFFICE

- A. Election Date: The election process including publicity, polling place, date and time shall be determined by the Officers. The election shall be held at a place within or adjacent to the CONTACT TEAM area.
- B. To vote, proof of residency may be required. Proof of residency may include a current Texas Driver's License, Texas Identification Card, voter's registration card, or utility bill with the name and address of the resident(s).
- C. An Election Committee shall be convened during the quarter preceding the stated date of elections to prepare for and conduct the election process. The Vice-Chair shall select and chair the Election Committee. The Officers shall approve the Election Committee. The Election Committee shall identify and recruit candidates.
- D. The Election Committee will list the slate of officers in the agenda of the meeting at which the vote will occur, and will present the slate of officers to the general membership at the election. Nominations will be accepted from the floor. All candidates must be qualified voting members of the CONTACT TEAM.
- E. The Election Committee may choose to take a show of hands if there is a non-contested slate. In the event of multiple candidates for an elected position, the Election Committee will conduct the election by ballot. In that case, the Election Committee will count the ballots, maintaining confidentiality, and report the results to the President. The President will announce to the general membership the name elected by simple majority of those present. In the event of a tie, the candidates for that position will leave the election meeting and the election will be decided by a show of hands.

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- F. Appeals: Any appeals, questions or issues related to the election process shall be in writing and submitted to the chair of the Election Committee within fortyeight (48) hours of the close of the election process. The Election Committee will include these appeals, questions, or issues in their report to the outgoing Officers for resolution. The Officers decisions are final.
- G. Certification of Results: The outgoing Officers will certify election results and make any decisions to resolve election appeals, issues or questions and then make the election results public.
- H. The first CONTACT TEAM Officers shall be elected at the by-laws adoption meeting after the bylaws have been adopted and serve terms until November 2017.
- I. Officer terms shall be for one year not to exceed four consecutive terms unless no such candidate is available, in which case such requirement may be waived by a majority of the voting members present at the CONTACT TEAM meeting.
- J. The Secretary will notify the Planning & Zoning Department in a format approved by the City 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 from office for not fulfilling their duties as per Section 9. Removal shall be considered by the CONTACT TEAM and shall require a two-thirds vote of voting members present at the meeting of the CONTACT TEAM, 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 meeting following the vacancy. The person elected to the vacated office will serve for the remainder of the term.

SECTION 12—COMMITTEES

- A. The CONTACT TEAM Chair may appoint committees to help conduct the business of the CONTACT TEAM.
- B. Committees shall report to the CONTACT TEAM and these reports shall be entered into the record of the meeting.
- C. Committees can be standing or ad-hoc in nature.

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SECTION 13—FINANCES

- A. The CONTACT TEAM may not collect or charge dues of its membership.
- B. The CONTACT TEAM may only accept in-kind donations that aid in the prescribed roles and responsibilities of the CONTACT TEAM as defined in Section 2.
- C. In-kind donations that create a conflict of interest (see Section 14) are not permitted.

SECTION 14—CONFLICT OF INTEREST

- A. If a member of the CONTACT TEAM 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 CONTACT TEAM 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 decision regarding that change is not allowed. If the applicant is a CONTACT TEAM member they may participate in the discussion, but not the decision.

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 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.

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5. If the person owes money to anyone involved in the project.

SECTION 15—AMENDMENTS

- A. These bylaws may be amended by a two-thirds vote of voting members present at the meeting of the CONTACT TEAM providing that a resolution proposing the amendment has been adopted at a preceding 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 16—EFFECTIVE DATE

- A. These bylaws of the South Manchaca Neighborhood Plan Contact Team shall become effective on the date of membership approval of the bylaws.

DATE: September 8, 2016