

# **The South Congress Combined Neighborhood Plan Contact Team Bylaws**

## 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 ***South Congress Combined Neighborhood Plan Contact Team (SCCNPCT)***.

## Section 2—Roles & Responsibilities

- A. The role of the ***SCCNPCT*** shall be to review and make recommendations on all proposed amendments to the adopted ***SCCNPCT*** and to support implementation of the plan.
- B. When appropriate the ***SCCNPCT*** may decide to initiate a plan amendment.
- C. When appropriate the ***SCCNPCT*** 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 ***SCCNPCT*** 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 ***SCCNPCT*** to work on behalf of all stakeholders in the neighborhood planning area.

## Section 3—Boundaries

- A. North: South side of Ben White  
South: North side of William Cannon  
East: West side of frontage road of IH35  
West: East side of South First Street

## Section 4—Membership of the ***SCCNPCT***

- A. Membership of the ***SCCNPCT*** 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 ***SCCNPCT*** unless authorized to do so by the Contact Team Chair.
- C. Each member of the ***SCCNPCT*** shall be provided a copy of the adopted by-laws.

## Section 5—Removal of Members from the **SCCNPCT**

- A. Any **SCCNPCT** member who no longer meets the membership criteria of Section 4A shall be removed from the **SCCNPCT**.
- B. *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 when the information is known.*

## Section 6— Decision Making

- A. Decision Making Method. Decisions of the **SCCNPCT** will be made by 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; and
  - 3) *One vote per person.*
- 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 4A; and
  - 2) Is at least 18 years of age; and
  - 3) Has attended three out of the last five scheduled meetings, *whether regularly held or specially called. Not attending specially called meetings will not be held against a member's eligibility to vote.*
  - 4) *Eligible members may vote at the third meeting attended.*
- C. Quorum. A quorum of eligible members must be present in order to make a decision at an NPCT meeting. A quorum is established when at least **50-percent** of eligible decision-making members, as defined under Subsection 6.B., are present.
- B. The names of eligible members participating in decision making shall be noted in the minutes.

## Section 7—Meetings

- A. Meetings of the **SCCNPCT** 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 NPCT, as defined under Subsection 6.B, are allowed to participate in decision-making.
- B. Meetings shall be held **monthly on the third Wednesday** of the month from **7:00pm to 8:45pm**.
- C. Unless otherwise noticed, all meetings will be held at the ***Pleasant Hill Branch of the Austin Public Library (211 E William Cannon Drive, Austin, Texas) or at another location to be announced at least 7 days prior to the meeting.***
- D. Meetings can be held on an as-needed basis when an application to amend the **SCCNPCT** has been submitted to the City of Austin.
- E. Special meetings of the **SCCNPCT** may be called by an elected officer with the consent of at least one additional member.

- F. The **SCCNPCT** shall meet at least *once per year* to elect officers.
- G. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the **SCCNPCT** and shall be forwarded to the Planning and 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.

#### 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, listserve, or Contact Team websites;
  - 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: flyers, signs, newsletters, and/or neighborhood listserves.
- C. Notices of regular meetings shall be distributed not less than **14** days before the meeting date. Notices of specially called meetings must 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 **SCCNPCT** 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 **SCCNPCT** 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 **SCCNPCT**. 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 in Section 5C of these by-laws. The Secretary shall produce all written communications as directed by the Chair or the **SCCNPCT** 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. Officers will be elected by the **SCCNPCT** using the decision making process described under Section 6. All candidates must be eligible members of the **SCCNPCT** as defined under Subsection 6.B.
- B. Candidates must be listed in the agenda of the meeting at which the vote will occur.
- C. Officer terms shall be for **1** year not to exceed **2** consecutive terms *unless no other member of the SCCNPCT is interested in the position.*
- D. 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 recommended for removal from office for not fulfilling their duties as per Section 9. Removal shall be considered by the **SCCNPCT** and shall require **a two-thirds vote** of members eligible to vote and present at a meeting of the **SCCNPCT**, 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—Executive Committee

- A. The executive committee shall be composed of the officers of the **SCCNPCT**.
- B. If there are any standing committees as part of the **SCCNPCT**, 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 **SCCNPCT**. The duties shall include updating the annual membership list, holding **SCCNPCT** meetings, conducting elections as called for in the by-laws, and representing the **SCCNPCT** in communications with the City of Austin. It shall

also act for the **SCCNPCT** in matters specifically delegated to it. It may act for the **SCCNPCT** between regular meetings on any matter determined urgent. Any such action shall be reported at the next meeting of the **SCCNPCT** and none of its actions shall conflict with actions taken or policies formulated by the **SCCNPCT**.

#### Section 13—Committees

- A. The **SCCNPCT** Chair may appoint project-based or standing committees to help conduct the business of the **SCCNPCT**.
- B. Committees shall report to the **SCCNPCT** and these reports shall be entered into the minutes or meeting summaries.
- C. Committees can be standing or ad-hoc in nature.

#### Section 14—Finances

- A. The **SCCNPCT** may not collect or charge dues of its membership.
- B. The **SCCNPCT** may only accept in-kind donations that aid in the prescribed roles and responsibilities of the **SCCNPCT** 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 **SCCNPCT** 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 **SCCNPCT** 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 and 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.

*Substantial interest* means any of the following:

- 1) A person owns at least a part of or is invested in the property, or the business developing the property.
- 2) A person has worked for someone involved in the project over the past year.
- 3) A person has a business that would directly benefit from the project.

- 4) A person serves on the board of directors, corporate officer, or any other board overseeing the project.
- 5) A person owes money to anyone involved in the project.

*Section 16—Dispute Resolution*

- A. *Individuals who feel that the Neighborhood Plan Contact Team for their area is operating in a way that is inconsistent with the requirements of City Code or the standardized bylaws template may request the City to investigate and facilitate a dispute resolution process as described under LDC Subsection 25-1-805 (G).*

Section 17—Amendments

- A. These bylaws may be amended by a ***two-thirds majority vote*** of those present at a ***SCCNPCT*** 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 18—Effective Date

- A. These bylaws of the ***SCCNPCT*** neighborhood plan contact team shall become effective on ***June 21st, 2017***.