

Southeast Combined Neighborhood Plan Contact Team Bylaws

Revised and Approved 12/10/18

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 Southeast Combined Neighborhood Plan Contact Team (SCNPCT or Southeast Contact Team). The SCNPCT facilitates implementation and amendments to the Southeast Combined Neighborhood Plan.
- C. The Southeast Combined Neighborhood Plan Contact Team also assists 78744 neighborhoods outside the Southeast Combined Neighborhood Plan area that do not have a neighborhood association and who ask for assistance in communicating with the City of Austin on neighborhood concerns.

Section 2— Roles & Responsibilities

- A. The role of SCNPCT shall be to review and make recommendations on all proposed amendments to the Southeast Combined Neighborhood Plan.
- B. When appropriate, the SCNPCT may decide to initiate a plan amendment.
- C. When appropriate, the SCNPCT 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 SCNPCT 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 SCNPCT to work on behalf of all stakeholders in the neighborhood planning area.
- F. It also will develop community leaders to improve life in 78744.

Section 3—Boundaries

Members for Southeast Combined Neighborhood Plan Amendment Purposes (“Plan Members”):

North: Ben White Boulevard
South: Williamson Creek, Smith School Road, Burleson Road
East: US 183
West: IH 35

Members for Non-Southeast Combined Neighborhood Plan Amendment Purposes (“Non-Plan Amendment Members”):

Neighborhoods with all or part of their boundaries within the 78744 ZIP Code boundaries:
North: Ben White Boulevard
South: Slaughter Lane, Onion Creek, Colton-Bluff Springs Road
East: US 183
West: IH 35

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Section 4—Membership of the Southeast Combined Neighborhood Plan Contact Team

A. As per Land Development Code, Article 16, §25-1-805 Neighborhood Plan Contact Team, Subject (B): The Southeast Combined Neighborhood Plan Contact Team shall to the greatest extent practicable include at least one representative from each of the following groups within the Southeast Combined Neighborhood planning area for Plan Amendment purposes, and within 78744 for Non-Plan Amendment purposes:

- (1) Property owners;
- (2) Residential renters;
- (3) Business owners; and
- (4) Neighborhood organization members owning or renting property within the Southeast Combined Neighborhood planning area; for Non-Plan Amendment purposes, neighborhood organization members owning or renting property within 78744.

D. There is no limit to the number of SCNPCT members.

E. Each member of the SCNPCT shall be provided a copy of the adopted SCNPCT bylaws. Bylaws are available online at: ftp://ftp.ci.austin.tx.us/npzd/Austingo/sec_bylaws.pdf

F. A copy of the SCNPCT membership list shall be provided annually to the City of Austin Planning and Zoning Department by January 1 of each year.

Section 5—Removal of Members from SCNPCT

A. Any SCNPCT member who no longer meets the membership criteria of Section 4, Subsections A and B must be removed from the list of voting members.

B. An individual's voting membership on SCNPCT shall lapse if and only if, during any 12-month period in which there have been 3 or more scheduled meetings, that member has failed to attend a minimum of 3 of the meetings scheduled within that 12-month period. An exception may be made by the SCNPCT if extenuating circumstances have been communicated to the SCNPCT Chair.

Voting membership shall be reinstated provided the individual meets the criteria of Section 4, Subsections A and B.

C. The Secretary will make a notation in the Minutes of each meeting of the names of the individuals whose membership will lapse in the next scheduled meeting. The Secretary shall communicate this information to the individuals whose membership is at risk of lapsing within 30 days.

D. An individual may be removed from the SCNPCT membership by the Chair if the individual has purported to represent SCNPCT without the SCNPCT Chair's authorization to do so. The removal shall be confirmed by the SCNPCT at the next scheduled meeting.

Section 6—Decision Making

A. Decision Making Method. Decisions of the SCNPCT will be made by vote, according to the following rules:

1. Majority Rule (>50%);
2. Any member who is present at the meeting and eligible to vote as described under Section 6. B. gets to vote; and,

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Section 6—Decision Making, Continued

3. One vote per member regardless of the number of properties owned or rented in the Southeast Combined Neighborhood Plan area for Southeast Combined Neighborhood Plan amendments, and in 78744 for all other votes.
- 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;
 2. Has attended a total of 3 SCNPCT meetings in the most recent 12 months (Members shall be able to participate in decision-making at the beginning of the 4th meeting.); and
 3. Is at least 18 years of age.
 4. Membership, Voting Memberships, Voting Plan Members and Voting Non-Plan Members Defined:
Note: Moved here from Section 4 – Membership.
 - a. **B. Membership** for any individual shall become effective at the start of the 1st meeting attended by that individual.
 - b. **Voting Membership** shall be granted to any individual who meets the criteria in section 4A and has attended a total of three SCNPCT meetings within the most recent twelve-month period of time, with formal voting membership conferred at the beginning of the 4th meeting.
 - c. Only **Voting Plan Members** can vote on the Southeast Combined Neighborhood Plan. **Voting Plan Members** are limited to Voting Members whose Section 4A status arises from property within the approved Southeast Combined Neighborhood Plan boundaries and whose voting membership status is current.
 - d. All “Voting Membership” may vote on any item except amendments to the Southeast Combined Neighborhood Plan.
- C. Quorum.
1. A quorum is established for Plan Amendment Votes when at least a majority (>50%) of the **Voting Plan Members** as defined under Subsection 6.B. are present.
 2. Any action establishing a Non-Plan policy or position for SCNPCT shall require a majority vote of the voting members in attendance.
- D. SCNPCT official policy or positions regarding any specific item shall be formally communicated to the Planning and Zoning Department of the City of Austin by the Secretary.
- E. The names of eligible members participating in decision-making shall be noted in the Minutes.

Section 7—Meetings

- A. SCNPCT shall meet at least six times per calendar year, as agreed to by the membership in a regular meeting. Regular meetings shall be on a set day and time of each month, and the date, time and place of the next meeting shall be included in the Minutes of each meeting. An adopted meeting schedule for the year shall be sent electronically to all SCNPCT members upon approval by the SCNPCT.
- B. Meetings may be held on an as needed basis, as determined by the Chair, when an unexpected issue arises or an application to amend the Southeast Combined Neighborhood Plan has been submitted to the City of Austin.
- C. Special meetings of the SCNPCT may be called by an elected officer of the SCNPCT with the consent of at least one additional member.
- D. The SCNPCT shall meet at least once per year to elect officers.

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Section 7—Meetings, Continued.

- E. SCNPCT meetings 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 SCNPCT, as defined under Subsection 6.B., are allowed to participate in decision-making.
- F. To the extent feasible, the meeting place shall be within 78744
- G. Meeting Minutes and sign-in sheets, as a record of attendance, must be kept for all meetings of SCNPCT 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.
- I. Members may be allowed to participate in meetings remotely via teleconference, video conference, or online meeting technology.

Section 8—Meeting Notification

- A. At a minimum, meeting notification will be publicized through:
 - 1. Direct notification of all SCNPCT members (including voting and non-voting) via email, phone, listserv, or SCNPCT website;
 - 2. The meeting schedule shall be described in the Community Registry entry for the SCNPCT; and
 - 3. Meeting notification shall be provided to City staff for dissemination to the general public through a centralized SCNPCT website, or other means.
- B. All meetings will also be publicized in the neighborhood using whatever reasonable means available, for example: flyers, signs, newsletters, and or neighborhood listserves.
- C. Notices of regular meetings shall be distributed not less than seven days before the meeting date. Notices of special meetings must be distributed not less than two 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 Southeast Combined Neighborhood Plan Contact Team (SCNPCT) shall be, at a minimum: Chair, Vice-Chair, Secretary, Membership Officer, and Communication Officer.
- B. Duties of the officers are as follows:
 - 1. The **Chair** shall be responsible for the operation of the SCNPCT and its officers, pursuant to these bylaws. This shall include conducting meetings, appointing committees, preparing agendas, representing the Contact Team at official functions and generally overseeing the business of the SCNPCT. 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.

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Section 9— Officers and Duties, Continued

3. The **Secretary** shall have the following duties:
 - a. Maintain all written records as required in Section 7G of these bylaws. Minutes shall summarize discussed items and actions thereon.
 - b. Produce all written communications as directed by the Chair, or the SCNPCT membership.
 - c. Submit annually to the City of Austin Planning & Zoning Department a list of the current officers, and members eligible to vote and their contact information. Assist the Chair in preparing meeting agendas.
 - e. Annually submit to the City of Austin Planning 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.
4. If the Secretary is unable to perform their duties the Vice Chair shall assume all Secretary duties. If the Vice Chair is unable to perform the duties of the Secretary, the Chair will assign the Secretary duties.
5. The **Membership Officer** shall:
 - a. Keep a record of all meeting participants and contact information, and provide this list and the list of members whose voting membership will lapse at the next meeting, to the Secretary for inclusion in the meeting Minutes.
 - b. Maintain current lists of all SCNPCT members and of voting members and have the list of voting members available at each SCNPCT meeting.
 - c. Provide a copy of the SCNPCT membership list annually to the City of Austin Planning and Zoning Department by January 1 of each year.
6. The **Communication Officer** is responsible for:
 - a. Transmitting notifications, minutes, announcements, etc., of all SCNPCT meetings as directed by the Executive Committee.
 - b. Developing and maintaining a web and social media presence for the SCNPCT.
 - c. If there is a vacancy in this position, the Membership Officer shall fulfill these duties.

Section 10—Nomination, Election, and Term of Officers

- A. Officers will be elected by the SCNPCT using the decision-making process described under Section 6. All candidates must be eligible members of the SCNPCT 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 2 years. Officers may serve two consecutive terms in the same position. Persons filling an unexpired officer position may serve two full consecutive terms in that position.
- D. The Secretary will notify the Planning & Zoning Department in writing of the names of the newly elected officers, their contact information, and the date they are due to take office.
- E. Officers shall serve for staggered terms so that about half of the officers are elected each year. Years for electing officer positions shall be as follows:
Officers with Even-Numbered Election Years: Vice Chair, Membership Officer and Communications Officer.
Officers with Odd-Numbered Election Years: Chair and Secretary.

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

- F. The Chair shall appoint a Nominating Committee in the April meeting. No existing officer shall serve on the Nominating Committee.
- G. Officers shall be nominated by the eligible and present SCNPCT members in the May through July meetings. Candidates may be placed in nomination from the floor and by the Nominating Committee. All candidates must be qualified voting members of the SCNPCT, have demonstrated leadership in improving 78744, be inclusive of all four categories of SCNPCT membership (Sec. 4A), and provide continuity of leadership for SCNPCT ongoing efforts. Nominees must attend an orientation meeting prior to their election to assure they are willing to fulfill the position for which they are nominated.

Officers shall be elected from the floor by the eligible and present SCNPCT members, by simple majority vote in the September SCNPCT meeting. New officers take office at the end of this Election meeting.

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 SCNPCT and shall require a two-thirds vote of members eligible to vote and present at a meeting of the SCNPCT, providing that a resolution proposing the consideration of the removal has been adopted at a preceding regular meeting and that the notice of the proposed vote has been given in the call for the meeting at which the vote shall occur.
- B. Should Officer 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.
- C. The Vice Chair will assume the Chair position until an election is held to fill a vacancy occurring outside the normal election process.

The Chair shall appoint a member to assume other officer vacancies until an election can be held to fill the position.

- D. The person elected to the vacated office will serve for the remainder of the vacated term.
- E. Any SCNPCT officer who no longer meets the membership criteria of Section 4, subsection A, shall be forced to resign from the SCNPCT.

Section 12—Committees

- A. Executive Committee.
1. The elected officers (Section 9) shall comprise the Executive Committee.
 2. If there are any standing committees as part of the SCNPCT, the Chair of those committees will be a member of the Executive Committee.
 3. The Executive Committee is responsible managing the affairs of the SCNPCT and for the duties listed under each officer position.
 4. The Executive Committee may act for the SCNPCT between regular meetings on any matter determined urgent and report such action at the next meeting of the SCNPCT.
 5. The Executive Committee may act for the SCNPCT in matters specifically delegated to it.
 6. None of the actions of the Executive Committee shall conflict with actions taken or policies formulated by the SCNPCT.

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B. Committees.

1. The SCNPCT Chair may appoint project-based or standing committees to help conduct the business of the SCNPCT.
2. Committees shall report to the SCNPCT and these reports shall be entered into the Minutes.
3. Committees can be standing or ad-hoc in nature.

Section 13—Finances

- A. The SCNPCT may not collect or charge dues of its membership.
- B. The SCNPCT may only accept in-kind donations that aid in the prescribed purpose of the SCNPCT 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 voting member of the SCNPCT, or immediate family, has an interest in a development that requires a plan amendment, the voting member must follow these rules:
 1. If a member has a *substantial interest* (see “B” below) in a project, the member cannot participate in any decision or voting concerning the project, including the decision of the SCNPCT 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 voting or decision regarding that change is not allowed.
- B. *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. A person has worked for or received payment from 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. (Land Development Code 25-1-805.)
 6. Anyone involved in the project owes money to a member of the SCNPCT.
 7. Anyone involved in the project is related to a member of the SCNPCT (child, parent, spouse, sibling, or sibling’s spouse or child).

Section 15—Amendments

These bylaws may be amended by a two-thirds majority vote of the voting membership present at a regular SCNPCT 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.

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Section 16—Effective Date

These amended bylaws shall become effective on an affirmative vote of a majority of the SCNPCT Members, as defined in Section 4.

Created: July 26, 2011; Amended: 2/13/2012, 3/25/2014, 7/22/2014, Corrected 2/23/2015, Updated per City of Austin's request: 12/10/2018