

Windsor Park Neighborhood Plan Contact Team Bylaws

Adopted May 29, 2008

Revised November 9, 2015

Preamble

The Windsor Park Neighborhood Plan Contact Team is a representative group of neighborhood stakeholders, charged with being stewards of the University Hills/Windsor Park Neighborhood Plan and upholding the implementation of the Plan's vision, goals and recommendations. The Contact Team shall involve the community in the decision-making process, discuss and provide a recommendation to City Staff, the Planning Commission and the City Council on any proposed Plan amendment. The Contact Team may also submit an application to the Director of the Neighborhood Planning & Zoning Department to amend the neighborhood plan when it is determined to be necessary in order to sustain and improve the neighborhood residents' quality of life.

Section 1 — Name

This organization shall be known as the Windsor Park Neighborhood Plan Contact Team, hereinafter referred to as the WPNPCT.

Section 2 — Statement of Purpose

- A. The purpose of the WPNPCT shall be to review and make recommendations on all proposed amendments to the University Hills/Windsor Park Neighborhood Plan (the Plan), especially with regard to the portion known as the Windsor Park neighborhood, hereafter referred to as the WPNP, as defined by the boundaries in these bylaws.

- B. Objectives:
 1. Sustain and improve infrastructure such as schools, public transportation, sidewalks, bike paths, streets, parklands and green spaces, community centers, and recreation centers.
 2. Promote and maintain the single-family residential character of the neighborhood.
 3. Sustain and improve affordability and diversity.
 4. Attract needed vendors and service providers into the neighborhood through support for local businesses and revitalization/redevelopment of neighborhood shopping areas.
 5. Support the area's ethnic and language diversity and foster greater communication among area residents.
 6. Cooperate with adjoining neighborhood associations and neighborhood plan contact teams for issues nearby and affecting this neighborhood area,

especially with University Hills since they are a part of the combined planning area.

- C. Boundaries Per attached map....
 - North: US Highway 290 East
 - East: Northeast Drive and Manor Road
 - South: Mueller PUD (North of Mueller between I35 and Manor to include the Water tower site, Troublemaker Studios, Rathgeber Village and other land not included in the Mueller PUD)
 - West: Interstate Highway 35

Section 3 — City of Austin Mandatory Requirements:

As per City of Austin Ordinance # 030320-23 the Contact Team shall include at least one representative from the following groups within the neighborhood planning area:

- (1) property owners;
- (2) non-property owner residents (i.e. renters);
- (3) business owners; and
- (4) neighborhood associations.

Section 4 — Structure of the Contact Team

- A. Membership
 - 1. An eligible member is defined as an individual who resides, owns a real property interest, or owns or operates a business within the boundaries of WPNP.
 - 2. Membership shall be limited to a maximum of thirty-one (31) members, with a maximum of one person per household.
 - 3. To ensure continuity, membership terms shall be staggered with each term being for two years beginning January 1. Except due to vacancies, at no point may the difference between the number of filled seats with one-year terms and the number of filled seats with two-year terms be greater than one (1). For only the initial contact team, half of the members shall serve a one year term and the rest of the members shall serve two year terms.
 - 4. A candidate may only be voted into membership after having attended 3 meetings of the last 5 regularly scheduled meetings held including the meeting of which they are seeking election.
- B. No member shall purport to represent the WPNPCT unless authorized to do so by the WPNPCT.
- C. Each member of the contact team shall be provided a copy of the adopted WPNPCT bylaws, the current Roberts Rules of Order, current standing rules, active committees, WPNPCT membership contact information, the current plan as amended, a copy of current documentation relevant to City of Austin assistance in implementation of neighborhood plans as well as related land use information, and access to free city-led training appropriate to their duties. Members shall be strongly encouraged to attend such training.

Section 5 — Elections of WPNPCT Members

- A. An Annual Election of members with expiring terms shall be held at the regularly scheduled meeting in November.
- B. Members shall be elected by a simple majority of all eligible members in attendance at the annual election. Newly elected members with the largest number of votes shall be elected to two-year terms with the remainder elected to one-year terms.
- C. Notification of any upcoming elections shall be made per Section 9 - Notification. Requests for nominations from eligible members should be encouraged. Notification and requests for nominations should go to the neighborhood area during the month of October.
- D. Nominations shall open at the regularly scheduled October meeting and shall remain open until just prior to the vote.

Section 6 — Removal and Vacancies of Members

- A. Membership on the WPNPCT shall lapse on the third consecutive unexcused absence; however, the Member may cite extenuating circumstances and the absence shall be approved by a vote of the remaining members present and voting.
- B. A WPNPCT member who no longer meets the specified membership criteria of Section 4 must be immediately removed from Contact Team.
- C. Member vacancies shall be filled at any regularly scheduled meeting by a majority vote of the eligible membership present and voting provided that notification has been properly provided. Any necessary runoff shall be conducted immediately. The person elected to the vacated seat shall serve for the remainder of that seat's term.

Section 7 — Meetings

- A. Unless otherwise specifically defined in these bylaws, all affairs of the WPNPCT shall be governed by most recent published edition of Robert's Rules of Order, Newly Revised (RONR).
- B. The minimum number of WPNPCT members necessary to establish a quorum at any regular meeting shall be a simple majority of currently sitting members, with an absolute minimum of five (5).
- C. The WPNPCT shall meet at least once per year in November to hold elections.
- D. Meetings shall be scheduled monthly. Meetings may be cancelled provided proper notifications are made. At least one meeting shall be held each year to review the adopted neighborhood plan.
- E. Special meetings of the WPNPCT may be called by the Chair or two members of the executive committee provided proper notifications are made.
- F. WPNPCT meetings shall be open to the public and executive session is expressly prohibited. Public comment and input is welcome at all meetings. Visitors shall be

invited to participate in the discussion of the matters at hand, but only qualified members of the WPNPCT are eligible to vote.

- G. Unless otherwise addressed in these bylaws, all decisions shall be made by a simple majority vote of those present and voting. Proxy voting shall not be allowed.

Section 8 — Notification

- A. All WPNPCT meetings shall be publicized in the neighborhood using whatever reasonable means available, including, but not limited to: e-mail, mailings, and newsletters.
- B. Unless otherwise noted in these bylaws, notification means that notices shall be distributed not less than seven days before the meeting date and shall include the agenda.
- 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.
- ~~D. WPNPCT shall maintain a web site and e-mail announcement list including but not limited to notices for upcoming meetings; issues before the WPNPCT; minutes of all meetings; bylaws, standing rules and other related legal constraints; committee and member contact information; and related materials.~~

Section 9 — Officers and Duties

- A. The officers of WPNPCT shall be, at a minimum: Chair, Vice-Chair, and Secretary ~~and Meeting Coordinator~~.
- B. Duties of the officers are as follows:
1. The Chair shall be responsible for:
 - a. the operation of the WPNPCT and its officers pursuant to these bylaws, including preparing agendas, conducting meetings, representing WPNPCT at official functions, and generally overseeing the business of the WPNPCT;
 - b. the leadership of the long-term and short-term efforts required to implement the WPNP and shall also have specific duties as spelled out elsewhere in these bylaws and as delegated by the WPNPCT; and
 - c. ensuring proper notifications have been made.
 2. The Vice-Chair shall be responsible for:
 - a. assisting the Chair in preparing meeting agendas and conducting meetings; ~~and~~
 - b. assuming all duties of the Chair when required;
 - c. securing location and availability for all meetings;
 - d. acting as contact point for meeting times and cancellations; and
 - e. acting as Parliamentarian.
 3. The Secretary shall be responsible for:
 - a. maintaining all written records as required by these bylaws;

- b. maintaining the contact team membership list, officer list, and communicating any changes to the City of Austin Neighborhood Planning and Zoning Department;
 - c. taking attendance and note the status of each member in the minutes of all meetings and record excused and unexcused absences;
 - d. maintaining and making available approved minutes of all meetings of the WPNPCT; and
 - e. producing in a timely manner all written communications as directed by the Chair, the executive committee, or the WPNPCT.
4. ~~The Meeting Coordinator shall be responsible for:~~
- a. ~~securing location and availability for all meetings;~~
 - b. ~~acting as contact point for meeting times and cancellations; and~~
 - c. ~~acting as Parliamentarian.~~

Section 10 — Election of Officers

- A. Election of officers shall be held at the regularly scheduled December meeting. Elections shall be held for each office in the order listed in Section 10.
- B. Terms of office shall be for one year. The term of office shall be January through December. The first officers shall serve for the extra part of the time prior to the first full term.
- C. Officers shall be elected by the currently sitting WPNPCT members by majority vote. In the case of no majority, a runoff between the top two candidates shall be held immediately.
- D. Nominations shall open at the regularly scheduled November meeting immediately following election of members and shall remain open until just prior to the vote for each office.
- E. All officer candidates must be members in good standing of the WPNPCT.

Section 11 — Removal and Vacancies of Officers

- A. Any WPNPCT officer may be removed from office with or without cause. A resolution proposing the consideration of the removal shall be adopted during the meeting prior to the meeting where the vote to remove will occur. Notice of the proposed vote shall be included in any notification of the meeting prior to the vote being taken. Removal shall require a two-thirds ($2/3$) vote of members present and voting.
- B. Whenever an officer vacancy occurs, nominations shall commence immediately and candidates shall be nominated from the floor and an election shall be held at the next regularly scheduled meeting following the vacancy provided proper notification has occurred. The person elected to the vacated office shall serve for the remainder of the term of office.

Section 12 — Executive Committee

- A. The executive committee shall be composed of the officers, the immediate past chair (when possible), and the chair(s) of any standing committee(s) of the WPNPCT.
- B. The executive committee shall be responsible for the management of the affairs of the WPNPCT. The duties shall include updating the annual membership list, holding WPNPCT meetings, conducting elections as called for in the bylaws, and representing the WPNPCT in good faith for the WPNPCT between regular meetings; however, no binding decisions may be made, any such action shall be reported at the next regular meeting, and none of its actions shall conflict with actions taken or standing rules formulated by the WPNPCT.

Section 13 — Committees

- A. The WPNPCT may form, appoint and dissolve standing and special committees to assist in conducting the business of the WPNPCT.
- B. Committees shall report to the WPNPCT at all regular meetings and these reports shall be entered into the minutes.

Section 14 — Effective Date

These bylaws of the WPNPCT shall become effective upon adoption by a two-thirds (2/3) vote of eligible members present and voting at a properly called WPNPCT meeting.

Section 15 — Amendments

- A. Upon the adoption of these bylaws there shall be a six (6) month moratorium on any amendments to the bylaws.
- B. After the initial moratorium, these bylaws may be amended on a yearly basis at the November meeting. Proposed amendment(s) shall be submitted and read at the October meeting and notice of all proposed amendment(s) shall be given in any notice of the November meeting. Each amendment submitted shall be considered individually. To be adopted, a proposed bylaw amendment shall require a two-thirds (2/3) vote of all eligible members present and voting.

Section 16 — Conflict of Interest

- A. A member of the WPNPCT may not participate in a decision on a matter affecting a person, entity or property in which the member has a substantial interest.
 - 1. Substantial interest and substantial interest in real property have the meanings established in Section 2-7-2 of the City of Austin Code (Source: 1992 Code Section 2-3-2; Ord. 031204-9; Ord. 031211- 11).
 - 2. A decision of the team includes a final recommendation of the team on a proposed plan amendment and a decision to file an application for a plan amendment.

- B. A member of a neighborhood plan contact team or neighborhood planning team that has a substantial interest must submit a disclosure statement to the WPNPCT describing the nature of the interest.
 - 1. If a team files an application for a plan amendment, the member must submit a disclosure statement with the application.
 - 2. At the time a team submits its recommendation on a proposed plan amendment to the director, the member must submit a disclosure statement with the recommendation.
- C. Section 16 of these bylaws is per City of Austin Ordinance #030605-53, Part 4 (E) and is subject to any amendment to that part of the Ordinance. In the event of a repeal of this ordinance, these Conflict of Interest provisions shall remain in effect.