

## **Bylaws for the Upper Boggy Creek Planning Team**

### **Section 1. Name**

This organization shall be known as the Upper Boggy Creek Planning Team, hereafter referred to as Planning Team.

### **Section 2. Statement of Purpose**

- A The purpose of the Team shall be to review and make recommendations on all proposed amendments to the Upper Boggy Creek Neighborhood Planning Area, hereafter referred to as NPA.
- B The Planning Team will track the implementation of the action items in the Upper Boggy Creek Neighborhood Plan.
- C The Planning Team will also monitor city ordinances and other city actions which may affect the Neighborhood Planning Area (NPA).
- D The Planning Team will coordinate and plan with other neighborhood planning teams, City departments and other entities whose operations may affect the UBC planning area.

### **Section 3. Boundaries**

- A The boundaries of the NPA are indicated on Map 1 along with the boundaries of the five neighborhood associations hereafter referred to as sub-districts, Blackland, Cherrywood, Delwood II, Rogers-Washington-Holy-Cross, and Wilshire Wood-Delwood I.
- B Geographically, the NPA is bounded by I-35 on the west, Martin Luther King, Jr. Boulevard (MLK) on the south from I-35 to Stafford Street; then north to Manor Road, continues eastward to Airport Boulevard. The sub-district north of Airport Boulevard and south of the Mueller property is also included in the NPA.

### **Section 4. Membership**

- A Each sub-district shall determine who will represent their area on the Planning Team.
- B Each sub-district may appoint up to 4 representatives. Alternates may be appointed as well. Representatives may be:
  - (1) Residents (may be homeowners or renters),
  - (2) Residential property owners (may be non-residents), or
  - (3) Operators of businesses or institutions that lie within the boundaries of the NPA (may be commercial, religious, non-profit, or community organizations)
- C The four representatives appointed by each sub-district have voting privileges.
- D The Planning Team membership list shall be updated when there is a change in membership and sent to the City of Austin Neighborhood Planning and Zoning Department.
- E No member shall represent the Planning Team unless authorized.

### **Section 5. Participation**

- A Each sub-district is responsible for insuring that their area is represented on the Planning Team by designating their representatives and alternates.
- B The minutes will identify by name the members and sub-districts of those present at regularly scheduled or called meetings. The secretary will also note those members who were absent and any alternates who took their place.

### **Section 6. Meetings**

- A Unless specifically defined in these bylaws, all official business of the Planning Team shall be governed by Robert's Rules of Order, current edition.

- B Meetings shall be called by the Chair or at the request of at least three out of five sub-districts.
- C Meetings shall be held to address any of the purposes stated in Section 2 of the by-laws or other business deemed important to the welfare of the NPA.
- D Meetings shall be held to review any application to amend the Upper Boggy Creek Neighborhood Plan submitted to the City of Austin, to elect officers, or as needed to conduct other business.
- E Meetings shall be open to the public. Visitors may participate in the meeting, but may not vote.
- F Approved minutes of all meetings, including a record of attendance, will be kept by the secretary. Approved minutes should be available on the web page if possible.

**Section 7. Quorum**

- A For the purpose of conducting business, a quorum shall consist of eight members from at least three of the five sub-districts.
- B When possible, it is the intent of the Planning Team to encourage agreement by consensus. The Planning Team will insure that the sub-district most affected by any decision will have their concerns heard.

**Section 8. Meeting Notification**

- A Each sub-district is responsible for publicizing notice of meetings, including agenda, using methods that are reasonable for the sub-district.
- 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. The provisions of this section, however, must be complied with in good faith.

**Section 9. Officers and Duties**

- A The officers of the Planning Team are Chair, Vice- Chair, and Secretary.
- B The duties of the officers are as follows:
  - (1) The chair shall:
    - (a) Preside over the Planning Team pursuant to these bylaws.
    - (b) Prepare agendas for and convening and conducting meetings
    - (c) Represent the Planning Team at official functions,
    - (d) Draft correspondence representing the decisions of the Planning Team,
    - (e) Represent the Planning Team in conversations and negotiations with the City of Austin, Capital Metro, and boards and commissions whose decisions impact the NPA.
    - (f) Conduct elections.
    - (g) Appoint chairs and members of subcommittees
    - (h) Generally oversee the business of the Planning Team.
    - (i) Facilitate long- and short-term planning efforts of the sub-districts as they relate to the NPA.
    - (j) Appoint other officers as deemed necessary including but not limited to Parliamentarian.
  - (2) The Vice-Chair shall assist the Chair, secure meeting sites, and perform other duties as assigned. The Vice-Chair shall also assume all duties of the Chair when required.
- C The Secretary shall:
  - (1) Record accurate minutes of all meetings and arrange for the approved minutes to be posted on the web page, if possible.
  - (2) Be the custodian of the records,
  - (3) Determine the voting members for each neighborhood at the outset of meeting in which a vote is being taken.

- (4) Notify the Neighborhood 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 10. Nomination, Election, and Term of Officers**

- A Official representatives of each of the five sub-districts are eligible to be nominated and elected to the offices of Chair, Vice-Chair and Secretary of the Planning Team.
- B Officers will be elected by a majority vote of the voting members of the Planning Team, provided a quorum is present.
- C The term of office shall be two years.
- D No officer shall encumber two offices at the same time.

**Section 11. Removal and Vacancies of Officers**

- A An elected officer may be removed from office for good cause. Removal shall be debated by the Planning Team and  $\frac{3}{4}$  vote of the quorum, 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 is to be taken.
- 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. A person elected to fill a vacated office will serve for the remainder of the term and shall be eligible for election to a full term of office in the next general election.

**Section 12. Committees**

- A The chair, with the approval of the executive committee, may appoint standing committees to help conduct the business of the Planning Team. The chair of a standing committee will serve as a non-voting member of the executive committee.
- B The chair and/or executive committee may appoint special committees or subcommittees to help conduct specialized business of the Planning Team.
- C Committees shall report to the Planning Team and these reports shall be entered into the minutes.

**Section 13. Executive Committee**

- A The executive committee shall include the Chair, Vice-Chair, Secretary, appointed Parliamentarian, and Chairs of any standing committees of the Planning Team. Only the elected officers shall have voting privileges.
- B The executive committee shall:
  - (1) Be responsible for the business of the Planning Team between regular meetings.
  - (2) Act for the Planning Team in matters specifically delegated to it.
  - (3) Report any actions at the next regular meeting of the Planning Team.
- C The executive committee shall not take any position that is in conflict with the policies and decisions formulated by the Planning Team.

**Section 14. Bylaw Amendments**

- A These bylaws may be amended at any duly convened meeting by a majority affirmative vote of the members present and eligible to vote, provided that a quorum is present.
- B In order to amend the bylaws, amendments must be circulated to the Planning Team at least 2 weeks before the meeting where a vote will be taken
- C Notice of the date of the vote must be posted on the agenda for the meeting in which the amendments are considered and in the meeting where the vote will be taken.
- D Amendments to the by-laws shall become effective on the date adopted.

**Section 15. Plan Amendments**

- A For a plan amendment to be considered by the Planning Team, a written proposal must be submitted to the Chair at least two weeks prior to the meeting where the amendment will be considered. The plan amendment must be included on the agenda.
- B Each sub-district shall have time to consider and make a decision regarding the amendment prior to a vote.
- C The vote, if any, will occur at the next regularly scheduled or called meeting or on a date to be determined by the Planning Team.

**Section 16. Effective Date**

The bylaws of the Upper Boggy Creek Planning Team, as amended, shall become effective on <DATE>.