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NEIGHBORHOOD ASSOCIATION TOOL KIT

Please note that this Tool Kit is not legal advice and not intended to be considered legal advice. It is just a tool kit put together from a variety of sources to get you started on your way to forming a neighborhood association. The City does not accept any liability associated with the formation of a neighborhood association.

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NEIGHBORHOOD ASSOCIATION START-UP QUICK GUIDE

So you've decided to form a neighborhood association...

You've decided you want to start working toward positive change in your neighborhood. You have some ideas, but you will need a team to make a difference.

What are the next steps?

1. Organize a Core Group of Leaders and Identify Initial Neighborhood Issues, Concerns, and Needs.
2. Plan the First General Stakeholder Meeting.
3. Give the Neighborhood a Name.
4. Work Together to Conduct a Neighborhood Survey.
5. Establish the Boundaries of the Neighborhood.
6. Contact All of your Neighbors and get the Word Out.
7. Host a Kick-Off Meeting for the Neighborhood Association.
8. Continue Meeting on a Regular Basis and Work Together to Achieve the Association's Goals.
9. Register your Neighborhood Association with the City of Troy Planning & Zoning Department.

Neighborhood Associations

In order to be considered a formal neighborhood association, your association must:

- Adopt a Mission Statement (see example in Neighborhood Tool Kit)
- Adopt by-laws (see example in Neighborhood Tool Kit)
- Elect a member to represent your association
- Hold regular meetings

NEIGHBORHOOD SURVEY

Survey Property Address _____

We are conducting a survey of residents to find out ways to improve this neighborhood. You can help us help the whole neighborhood by spending 5 minutes answering a few questions. All of your answers are completely confidential!

How long have you lived in this neighborhood?

- 0-5 years
- 5-10 years
- 10-20 years
- More than 20 years

Do you OWN or RENT your residence?

- Own
- Rent

What do you feel your neighborhood boundaries are? _____

What are some of the assets of your neighborhood? (Please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Community character and atmosphere | <input type="checkbox"/> Proximity to shopping |
| <input type="checkbox"/> Community events/activities | <input type="checkbox"/> Access to schools |
| <input type="checkbox"/> Church communities | <input type="checkbox"/> Transit options |
| <input type="checkbox"/> Cultural opportunities | <input type="checkbox"/> Quiet / Peaceful |
| <input type="checkbox"/> Cost of living | <input type="checkbox"/> Traffic |
| <input type="checkbox"/> Employment opportunities | <input type="checkbox"/> Variety of housing types |
| <input type="checkbox"/> High-quality building standards | <input type="checkbox"/> Public services (Police and Fire) |
| <input type="checkbox"/> Low crime | <input type="checkbox"/> Low or moderate taxes |
| <input type="checkbox"/> Parks, open space, and sidewalks | <input type="checkbox"/> Activities for all age group |
| <input type="checkbox"/> Property maintenance | |

What do you like MOST about living in your neighborhood? _____

What do you like LEAST about living in your neighborhood? _____

NEIGHBORHOOD SURVEY

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Which of these statements best describes how you feel about living in your neighborhood?

- I'm happy here and will probably stay for the next 5 years
- I'm unhappy here but will probably stay for the next 5 years
- I'm unhappy here and will probably move in the next 5 years
- I'm happy here but have to move within the next 5 years

Do you know most of your neighbors? Yes No

In some neighborhoods, people do things together and help each other. In other neighborhoods, people mostly go their own way. What kind is your neighborhood?

- One where people help each other
- One where people go their own way

Do you feel that your neighborhood is safe and crime free? Yes No

In the area within a few blocks or streets of your home, how safe do you feel alone on the streets?

During the day: Very safe Mostly safe Somewhat safe Not at all safe

During the night: Very safe Mostly safe Somewhat safe Not at all safe

Listen to the following problems some neighborhoods face and consider how they apply to this neighborhood. For each issue, please rate it on a scale from 0 to 5. (0 indicating it is not a problem in this neighborhood and 5 indicating it is a big problem in this neighborhood)

- 0 1 2 3 4 5 Crime, drug or violence
- 0 1 2 3 4 5 Unemployment
- 0 1 2 3 4 5 Public schools not providing a quality education
- 0 1 2 3 4 5 Cultural activities
- 0 1 2 3 4 5 Recreational activities
- 0 1 2 3 4 5 Affordable, quality child care
- 0 1 2 3 4 5 Abandoned or run-down buildings
- 0 1 2 3 4 5 Unsupervised children and teenagers
- 0 1 2 3 4 5 Loose dogs and/or cats
- 0 1 2 3 4 5 People do not get involved in efforts to improve the community
- 0 1 2 3 4 5 Affordable housing
- 0 1 2 3 4 5 Property Maintenance
- 0 1 2 3 4 5 Lack of good places to shop for food and other items
- 0 1 2 3 4 5 Noise
- 0 1 2 3 4 5 Traffic/Speed
- 0 1 2 3 4 5 Other: _____

NEIGHBORHOOD SURVEY

(Page 2 of 2)

What suggestion(s) do you have to make your neighborhood a safer and better place to live? _____

Are there specific areas in your neighborhood that need to be cleaned up or repaired? _____

Other Comments: _____

We are wondering if there are people in the neighborhood interested in forming a group or association that would meet on a regular basis to discuss topics that affect the neighborhood.

Are you interested in learning more about the neighborhood group? Yes No

Name: _____

Address: _____

Phone: _____

Email: _____

Preferred Communication: Phone Email

Survey Volunteer's Name: _____ Date: _____

MISSION STATEMENT

Mission statement: An organization's vision is its driving force. The mission statement explains why a group exists and what it hopes to accomplish. A group can revise and clarify its mission statement whenever it is deemed appropriate.

NEIGHBORHOOD ASSOCIATION MISSION STATEMENT SAMPLES

The Woodlawn Area Neighborhood Association, Inc. (WANA) exists to improve the overall quality of life in the WANA area and to support the commonweal of its members, which ultimately enhance homeowner property values. WANA achieves its mission by: Building long-term residency, encouraging neighborhood like renovation and preservation of our homes, supporting properly managed growth and development, enhancing safety & security, promoting volunteer activism, combating community deterioration and building community by joining neighbors together in a common cause.

The Cherrywood Neighborhood Association (CNA) represents all the residents of Cherrywood, homeowners and renters alike, who are automatically members of the association. We affirm our intent to build active consensus, broaden participation, act collectively, capitalize on opportunities, and manage problems. The Cherrywood Neighborhood Association Mission is to promote open discussion of neighborhood issues, pursue solutions and actions favored by members, and monitor and inform CNA members of private initiatives and public policies significant to Cherrywood.

The Lower Greenville Neighborhood Association (LGNA) is composed of residents dedicated to supporting and promoting a positive quality of life in our neighborhood by: Providing a forum where neighbors can communicate on items of mutual interest; Identifying, encouraging, and promoting interests and concerns of the neighborhood including but not limited to safety and neighborhood improvements; Representing neighborhood interests by acting as liaison to other neighborhood associations, civic entities, and other groups; and Promoting desirable development within and adjacent to the neighborhood association boundaries all in order to protect the residential integrity of the neighborhood.

The Bancroft Neighborhood Association (BNA) facilitates community inclusiveness, sustainability, awareness, investment, and involvement to promote a safe, vibrant neighborhood. The primary goals of the BNA are to: Build interest of residents in the welfare of the neighborhood, Support the improvement of the neighborhood, Create awareness of issues that affect all residents of the neighborhood, Encourage participation of residents in neighborhood gatherings and initiatives, and Represent the neighborhood and its residents in the wider Minneapolis community.

STEPS TO CREATE A MISSION STATEMENT

What is the focus problem(s) that our association exists to solve? (In considering the focus problem or need, you might want to consider the following questions: What need or opportunity does our association exist to resolve? Who is affected by the problem? How are they affected? If we were successful, what impact would we have regarding this problem?)_____

What are the assumptions on which our association does its work?_____

What is the purpose of our association? (A purpose sentence answers the question of why an association exists; it does not describe what an association does. The sentence should be a short, succinct statement that describes the ultimate result an association is hoping to achieve. When writing a purpose sentence, make sure to indicate outcomes and results [e.g., to improve property values], not the methods of achieving those results, which is what you do [e.g., by cleaning yards].)_____

What are the methods that our association uses to accomplish its purpose? Describe our primary services or programs:_____

Combine your purpose sentence and description of primary services/activities in a compelling mission statement: Remember the mission statement should be brief and easy to remember. _____

Develop a powerful tag line or slogan:_____

SAMPLE BYLAWS I

Bylaws: Bylaws are simply the rules governing an organization’s internal operations, including: purpose of organization, membership information, terms of officers, committees, voting procedures and dues.

Developing bylaws is an important part of the organizational structure of a Neighborhood Association and gives a road map on how to govern the group. Bylaws may act as a “manual” for your Association including general information such as membership information, terms of offices, voting procedures, purpose, mission, structure, etc. Tip - Don’t restrict Bylaws by becoming too detailed. Remember, Bylaws won’t cover everything that may come up.

The following is one example of bylaws for a typical neighborhood association. Certain clauses and phrases may or may not be applicable to all associations. This sample should be adjusted to suit the needs of each individual association. Please note that this is just a sample and not a legal representation or suggested bylaws. Contact an attorney for legal counsel and review of your bylaws.

BYLAWS OF _____ NEIGHBORHOOD ASSOCIATION

ARTICLE I. NAME

The name of this organization shall be the _____ Neighborhood Association, hereafter referred to as “Neighborhood Association” or “association”. It shall be a nonprofit organization incorporated under the laws of the State of Alabama. *(This Article must be included in your bylaws. If you do not plan to incorporate your Association, you may delete the second sentence.)*

ARTICLE II. PURPOSE

The purposes for which the Neighborhood Association is organized are:

- A.
- B.

[Each Neighborhood Association must provide a statement of organizational purpose(s). Provide a statement accurately representing the intents and objectives of your organization.]

ARTICLE III. NEIGHBORHOOD BOUNDARY

The Neighborhood Association boundary is as follows: northern edge is bounded by ____; eastern edge is bounded by ____; southern edge is bounded by ____; and the western edge is bounded by ____.

ARTICLE IV. MEMBERSHIP

- A. Membership in the Neighborhood Association shall be open to all residents, property owners, and holders of a business license located within the boundaries as defined in ARTICLE III of these bylaws who request in writing to be a Member or who have submitted their names on/for a membership list.
- B. A Voting Member shall be a resident, property owner, or business in attendance at an association meeting and that has established membership in the association. Each resident, property owner, or business within the neighborhood shall be entitled to one vote.
- C. Yearly dues are to be \$_____ per voting member. *[Associations are not required to have dues]*
- D. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

ARTICLE V. OFFICERS

The Voting Members of the Neighborhood Association shall nominate and elect the Officers of the association. The Officers of this association shall hold office for a term of one (1) year or until successors are elected. The term of office shall begin at the close of the Annual Meeting. The Officers of the association shall be President *(or*

Chairperson), Vice President (*or Vice Chairperson*), Secretary, and Treasurer. The Officers of the association will comprise the Board of Directors.

- A. The President (*or Chairperson*) shall call and preside at all meetings, shall act for and in behalf of the membership of the association, shall appoint any special committees necessary for the operation of association business, and shall act as official spokesperson for the association.
- B. The Vice President (*or Vice Chairperson*) shall, in the absence of the President, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the association.
- C. The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The Secretary shall transcribe the minutes of each meeting and shall maintain a file copy of same.
- D. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for membership.
- E. Neighborhood Advocates (*or Block Captains*) shall be composed of an appropriate number of Voting Members, shall be appointed by the Board of Directors, and shall serve in the capacity of gathering and disseminating information critical to the implementation of the purpose of the association. Every effort will be made to insure that neighborhood advocates serve specific blocks or streets within the association boundaries.

ARTICLE VI. COMMITTEES

- A. The President (*or Chairperson*) shall have the power to appoint committees as necessary to implement the purposes of the association.
- B. The President (*or Chairperson*) shall be an ex-officio member of all committees.

ARTICLE VII. MEETINGS

An annual meeting shall be held during the month of _____ at a time and place designated by the President/Chairperson.

- A. Not less than 50% percent of the Voting Members shall have the privilege of petitioning a special meeting at any time.
- B. A quorum shall be established by five (5) or more members of the Association.
- C. At least a seven (7) day notice shall be provided in advance of any association meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by emailing, calling, newsletters, or announcements at regularly scheduled meetings.
- D. All meetings shall be public and open to any interested persons.

ARTICLE VIII. NOMINATIONS, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS

- A. Nominations of Officers shall be made from the floor at the annual meeting or by a slate presented from a nominating committee.
- B. Election of Officers shall be held on the same day as the nominations.
- C. Upon installation of the Officers whose terms begin at the close of the Annual Meeting, all documents, records, and any materials pertaining to the duties of the office as designated in the bylaws which are in the possession of the outgoing Officers shall be submitted to the newly elected counterpart within 14 days of the installation.
- D. Any vacancy occurring during the term of any Officer shall be filled by appointment by the Board of Directors.
- E. Any officer can be removed from office by a 2/3rds majority vote of the Voting Members after a special meeting has been requested at least fourteen (14) days in advance. Notification of meetings involving the

recall of Officers shall be conveyed to the Neighborhood Services Coordinator of the City of El Paso at least seven (7) days prior to the meeting.

ARTICLE IX. FISCAL RESPONSIBILITY

- A. Expenditure of funds of the association may not be made without the signatures of at least two (2) of the Officers and the Treasurer.
- B. Financial records and funds of the association shall be audited at least once a year by a committee of at least two (2) Voting Members of the Association appointed by the President/Chairperson prior to a new Treasurer's taking office.

ARTICLE X. AMENDMENT OF BYLAWS

- A. These bylaws may be amended by a majority vote of Voting Members.
- B. Proposed amendments shall be read at the presiding meeting after being announced at a meeting directly preceding the presiding meeting.

ARTICLE XI. GENERAL

- A. The rules in the current edition of Robert's Rules of Order shall govern the association, the Board of Directors, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of these Bylaws or any special rules that the association may adopt.
- B. If any part of the Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
- C. No officer, representative, spokesperson or member shall have any financial liability of the association.
- D. No officer, representative, spokesperson or member shall discriminate in employment and delivery of services in the exercise of the Neighborhood Association. We will not deny service to, or otherwise discriminate against, any person on the basis of race, color, religion, gender, sexual orientation, citizenship, marital status, age, national origin, ancestry, or physical or mental handicap.

ARTICLE XII. ADOPTION OF BYLAWS

These bylaws shall become effective upon passage, approval, or as otherwise provided by law.

ADOPTED AND APPROVED this _____ day of _____, _____.

By: _____, Its _____

ATTEST:

By: _____, Its _____

SAMPLE BYLAWS 2

Bylaws: Bylaws are simply the rules governing an organization's internal operations, including: purpose of organization, membership information, terms of officers, committees, voting procedures and dues.

Developing bylaws is an important part of the organizational structure of a Neighborhood Association and gives a road map on how to govern the group. Bylaws may act as a "manual" for your Association including general information such as membership information, terms of offices, voting procedures, purpose, mission, structure, etc. Tip - Don't restrict Bylaws by becoming too detailed. Remember, Bylaws won't cover everything that may come up.

The following is one example of bylaws for a typical neighborhood association. Certain clauses and phrases may or may not be applicable to all associations. This sample should be adjusted to suit the needs of each individual association. Please note that this is just a sample and not a legal representation or suggested bylaws. Contact an attorney for legal counsel and review of your bylaws.

BYLAWS OF _____ NEIGHBORHOOD ASSOCIATION

ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be the _____ Neighborhood Association.

ARTICLE II. PURPOSE

The purposes for which the Neighborhood Association is organized are: *(Each Neighborhood Association must provide a statement of organizational purpose(s). Provide a statement accurately representing the intents and objectives of your organization.)*

- A.
- B.

ARTICLE III. BOUNDARIES

Boundaries of the Neighborhood Association shall be defined as follows: northern edge is bounded by ____; eastern edge is bounded by ____; southern edge is bounded by ____; and the western edge is bounded by ____.

ARTICLE IV. MEMBERSHIP

Section 1 **Qualifications:** Membership in the Neighborhood Association shall be open to all residents, property owners, and holders of a business license located within the boundaries as defined in ARTICLE III of these bylaws who request in writing to be a member.

Section 2 **Voting:** All members as defined above shall have one vote each to be cast during attendance at any general or special meeting. One representative from each business shall have the same privilege as the residents listed above. Unless otherwise specified in these bylaws decisions of the Neighborhood Association shall be made by a majority vote of those members present at any meeting.

ARTICLE V. FINANCIAL SUPPORT

Charging of dues or membership fees shall not be made; however, voluntary contributions will be accepted and fund raising may be authorized by the Board.

ARTICLE VI. MEMBERSHIP MEETINGS

Section 1 **General Membership Meetings:** There shall be at *(you set frequency, a minimum of one per year)* general membership meetings each year. The meetings shall be convened in even (or odd) numbered months and upon any day decided upon by the majority vote of the Board. Notification

shall be by mail, newsletter, posted notices, telephone calls, electronic mail lists or any other appropriate means of communication apt to reach a majority of the members. Notification shall require seven days advance notice to the general public and a minimum of 24 hours notice for all active members and to individuals and news media that have requested notice.

Section 2 **Special or Non-Regular Meetings:** Special meetings of the membership, board or committees may be called by the Chairperson or by majority vote of the Board as deemed necessary. Notification shall be by mail, newsletter, posted notices, telephone calls, electronic mail lists or any other appropriate means of communication apt to reach a majority of the members. Notification shall require seven days advance notice to the general public and a minimum of 24 hours notice for all active members, board or committee members, and to individuals and news media that have requested notice.

Section 3 **Agenda:** Subject to the approval of the Board, the Chairperson shall prepare the agenda for general and special meetings of the membership. Any person may add an item to the agenda by:

- A. submitting the item in writing to the Board at least seven (7)
- B. days in advance of the meeting or,
- C. making a motion to the Board to add an item to the general or special meeting agendas at those respective meetings. Adoption of that motion requires a second and majority vote.

Section 5 **Quorum:** A quorum for any general or special meeting of the Neighborhood Association is *(must be a fixed number or number that can be calculated from a clear formula).*

Section 6 **Participation:** Any general, special, Board, or committee meeting is open to any person and all who may wish to be heard regarding any item on the agenda. Only members will be eligible to vote. All actions or recommendations of the general or special meetings shall be communicated to all affected parties, including minority opinion reports.

Section 7 **Procedures:** Roberts Rules of Order shall be followed in all areas not covered by the bylaws.

ARTICLE VII. BOARD OF DIRECTORS

Section 1 **Number of Board Members:** The Board shall determine the exact numbers of Board positions annually. There shall be at least *eleven (11)* and no more than *fifteen (15)* Board members.

Section 2 **Eligibility for Board Service:** Only persons eligible for membership shall be qualified to hold an elected or appointed position.

Section 3 **Terms of Office:** Terms of office are staggered. The initial appointments for one (1) year terms and for two (2) year terms will be determined by the Board at their first meeting. Upon expiration of initial terms of office, all re-appointments would be for two (2) year terms.

Section 4 **Board Vacancies:** The Board may fill any vacancy on the Board or committees by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his or her successor is elected or appointed.

Section 5 **Election of Board Members:** Board members shall be elected annually by a vote of the membership at the annual meeting *(or list month meeting is held)*. The names of all candidates for the Board shall be placed in nomination by a nominating committee or by any member of the Neighborhood Association. Election requires a majority vote of the membership present.

Section 6 **Duties of Board Members:** The Board shall have following responsibilities and powers:

- A. Manage the daily affairs of the Neighborhood Association.
- B. Make decisions and represent the interests of the Neighborhood Association on all matters for which it is impractical to present to the membership in advance. All such actions shall be reported to the membership at the next regular meeting.
- C. Appoint committees to perform necessary functions and represent the Neighborhood Association on specified topics.
- D. Establish a yearly work plan of priority issues and projects for maintaining and encouraging involvement in the Neighborhood Association.

Section 7 Election of Board Officers: Board members shall meet after the (annual meeting or list month) general meeting and, by majority vote of the Board members present, elect a Chairperson, Vice Chair, Secretary and Treasurer. The remaining Board members shall be members-at-large.

Section 8 Duties of Board Officers:

- A. **Chairperson:** The Chairperson shall preside at all board meetings and all membership meetings and shall perform such duties as the Board and the membership from time to time authorizes. The Chairperson shall represent the position of the Board and the interests of the Neighborhood Association.
- B. **Vice Chairperson:** The Vice Chairperson shall perform the duties of the Chairperson in the Chairperson’s absence and as authorized by the bylaws or regulations of the Board.
- C. **Secretary:** The Secretary shall record and maintain minutes of Membership and Board meetings, assist the Chairperson with correspondence and maintain the non-financial files of the Neighborhood Association. The Secretary will maintain a list of Board members and their terms.
- D. **Treasurer:** The Treasurer shall have charge of all funds belonging to the Neighborhood Association and shall receive, deposit and disburse funds for the Neighborhood Association in a bank(s) or financial institution(s) in such manner as designated by the Board. The Treasurer shall make financial reports as directed by the Board.

Section 9 Board Meetings:

- A. **Regular Board Meetings:** There shall be (you set frequency) regular Board meetings each year. The meetings shall be convened in even (or odd) numbered months and upon any day decided upon by the majority vote of the Board. Notification shall be by mail, newsletter, posted notices, telephone calls, electronic mail lists or any other appropriate means of communication apt to reach a majority of the members. Notification shall require seven days advance notice to the general public and a minimum of 24 hours’ notice for all Board members and to individuals and news media that have requested notice.
- B. **Special or Non-Regular Board Meetings:** Special meetings of the Board may be called by the Chairperson or by majority vote of the Board as deemed necessary. Notification shall be by mail, newsletter, posted notices, telephone calls, electronic mail lists or any other appropriate means of communication apt to reach a majority of the members. Notification shall require seven days advance notice to the general public and a minimum of 24 hours’ notice for all Board members and to individuals and news media that have requested notice.
- C. **Emergency Meetings:** Emergency meetings of the Board may be called by the Chairperson or by majority of the Board as deemed necessary. Notification shall be by mail, newsletter, posted notices, telephone calls, electronic mail lists, or any other appropriate means of communication apt to reach a majority of the members. Notification shall require not less than 24 hours’ notice to the members of the Board that is meeting and to individuals and news

media that have requested notice.

D. **Chair:** Board meetings are chaired by the Chairperson.

E. **Quorum:** A quorum for board meetings of the Neighborhood Association is *(must be a fixed number or number that can be calculated from a clear formula).*

F. **Voting:** Unless otherwise specified in these bylaws decisions of the Board shall be made by a majority vote of those Board members present at any meeting.

Section 10 Powers of the Board: The Board shall be responsible for all business coming before the Neighborhood Association and for assuring that members are informed of business that affects them through reasonable means of notification. The Board has the responsibility of acting in the best interest of the neighborhood but is not specifically bound to act according to the desire of the majority of members attending a particular meeting.

Section 11 Termination for non-attendance: Board members failing to attend three consecutive Board meetings may be terminated from the Board upon written notice.

ARTICLE VIII. COMMITTEES

There may be standing committees as designated by the Board and special committees as may be established by the Chairperson. Committees must have at least one (1) Board member on them.

ARTICLE IX. CONFLICT OF INTEREST PROCEDURES

A transaction in which a Director may have a direct or indirect conflict of interest may be approved by a vote of the Board if in advance of the vote by the Board all material facts of the transaction and the Director's interest are disclosed to the Board. A conflict of interest transaction is considered ratified if it receives the affirmative vote of the majority of the Directors who have no direct or indirect interest in the transaction. A transaction may not be authorized by single Director. If a majority of the Directors who have no direct or indirect interest in the transaction votes to authorize, approve or ratify a transaction, a quorum must be present for the purpose of taking action. The presence of, or vote cast by a Director with a direct or indirect interest in the transaction does not affect the validity of the action taken by the Board. The Director with the direct or indirect conflict of interest may elect to abstain from voting on the transaction.

ARTICLE XI. PROCEDURE FOR CONSIDERATION OF PROPOSALS

Section 1 Submission of Proposals: Any person or group, inside or outside the boundaries of the Neighborhood Association may propose in writing items for consideration and/or recommendation to the Board. The Board shall decide whether proposed items will appear on the agenda of the Board, standing or special committees, or general or special meetings.

Section 2 Notification: The proponent and members directly affected by such proposal shall be notified in writing of the place, day, and hour the proposal shall be reviewed not less than 24 hours in advance.

Section 3 Attendance: The proponent may attend this meeting to make a presentation and answer questions concerning the proposals.

Section 4 Dissemination: The Neighborhood Association shall record recommendations and dissenting views in the meeting minutes.

ARTICLE XI. NONDISCRIMINATION

The Neighborhood Association will not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation in any of its policies, recommendations or actions.

ARTICLE XII. AMENDMENT OF BYLAWS

All amendments to these bylaws must be proposed in writing and submitted to members for a reading at a general meeting before voting on their adoption may proceed at a later general meeting. Notice of a proposal to amend the bylaws, specifying the date, time and place for consideration, must be provided to all members a minimum of seven (7) days before voting. Adoption of and amendments to these bylaws shall require a two-thirds (2/3) vote by the members present at a general meeting.

ARTICLE XII. ADOPTION OF BYLAWS

These bylaws shall become effective upon passage, approval, or as otherwise provided by law.

ADOPTED AND APPROVED this _____ day of _____, _____.

By: _____, Its _____

ATTEST:

By: _____, Its _____

AGENDAS

All meetings should have an agenda to list the activities at the meeting. Here is a typical agenda:

1. **Call to order** - The Chairperson calls the meeting to order and makes brief opening remarks.
2. **Approval of minutes** - Members approve the minutes of the last meeting.
3. **Neighborhood success stories** - Invite members to share their successes since the last meeting. Recognizing even small successes encourages people to remain involved in the organization.
4. **Reports of officers** - The Treasurer and other officers deliver the organization's business reports. No motion is needed for adoption of the reports. After each report, the chair asks, "Are there any questions or observations?" If not, the reports are filed.
5. **Reports of committees** - Committee chairs give their reports. After each report, the Chairperson asks, "Are there any questions or discussion in regard to this committee report?" If not, then each report is filed.
6. **Committee recommendations for action** - Motions may be made and seconded by any member present. Each motion is discussed and disposed of before another motion is proposed. One way to keep a meeting moving forward is to limit time spent in debate.
7. **Recognition of guests** - Guests are invited to make their presentations to the organization.
8. **Old and new business** - Old business from the last meeting is brought to the floor for action. The Chairperson asks, "Is there any old business?" After discussion and action, the Chairperson asks, "Is there any new business to discuss? Then new business is discussed.
9. **Open Forum** - Members in good standing are free to speak on any matter of interest to the community. Members must observe rules of decorum and not disrupt the meeting. Each person will have three minutes to speak. If they are in the middle of a sentence when time is called, they may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to someone else.
10. **Announcements** - People making announcements should sit up front. The Chairperson asks "Are there any announcements?"
11. **Adjournment** - When the meeting's business is complete, the Chairperson recognizes a member who makes a motion for adjournment. Another member seconds the motion. A majority vote is required to adjourn.

Preparing an Agenda

- Strive to get agenda ready 5-10 days in advance. This could also serve as a reminder to the group about the upcoming meeting.
- The agenda should be as short and concise as possible.
- Identify and list each item on the agenda. Include who is responsible for the presentation and what kind of action is needed (when appropriate).
- Try to keep your meetings to ninety (90) minutes or less.

SAMPLE MEETING AGENDA

Neighborhood Association

AGENDA

Date • Time • Location, Troy, AL

Item	Person	Action Required
1. Call to order	Chair	
2. Minutes	Secretary	Approval
3. Neighborhood Success Stories		
4. Officer's Reports		
Treasurer's Report	Treasurer	Approval
5. Committee Reports		
-(List each committee)	Chair of Committee	
6. Recognition of Guests	Chair	
-(List each guest)		
7. Old Business		
-(List each item)	Chair	Possible actions include: approval, denial, or postpone for further consideration;
8. New Business		
- (List each item)	Chair	Possible actions include: approval, denial, or postpone for further consideration;
9. Other Business	Chair	
10. Open Forum		
11. Announcements		
12. Adjournment		

Next meeting is at _____ on _____ at _____.

SAMPLE MINUTES

MIDTOWN NEIGHBORHOOD ASSOCIATION

June 6, 2014

Summary of Meeting

Meeting called to order at 7:00 p.m.

Minutes

Motion to approve minutes made by Doug Evans and seconded by Elizabeth Jones. Motion passed unanimously.

Success Stories

Elizabeth Sutton announced that the City has granted a permit to place a new sign at the entrance to Midtown.

Roger Maples reported that a group of neighbors built a ramp for Louisa Smith, who is 86 and uses a wheelchair.

Janet and Jimmy Carr spent the weekend clearing trash from the vacant lot owned by an estate at the corner of Ash and Maple streets. The lot looks great!

Reports of Officers

Treasurer: The Association added \$165.34 to group's general fund from the sale of T-shirts at the last community festival.

Reports of Committees

Membership: Alexander Smith said that three new residents were contacted and asked to join the Association. So far one has joined, and this committee will contact the others.

Housing/Environment: Ms. Jones said the committee has contacted the City about the erosion on Golden Drive at South Creek. She also reported to the City Inspections Department about the building materials that have been left for many days on the side of Forest Drive.

Block Captains: Mr. Evans noted that several block captains from the Mills Street area attended the Community Watch seminar last month, and they are distributing information to their blocks.

Recognition of Guests

Council member Ryan Teague said the City Council is considering a bond issue for storm water facilities. The bond issue would finance water containment systems to prevent downstream pollution. He also received a list of concerns from citizens.

Old Business

Festival: Everyone is invited to the neighborhood festival at Herald Square on Saturday, Aug. 1, from 4:00 to 6:00 p.m. There will be free hot dogs and the fixings plus ice cream.

Trees: Five trees have been donated for planting along our streets. Please talk to John West at 555-4654 to volunteer to help with this committee.

Crime: Mr. Weaver said there have been reports of car break-ins at Glenview Shopping Center. He said the police advise you to hide your cell phones and any accessories in your car. He noted that daytime burglaries are a continuing problem in certain areas, and he reminded everyone to keep their windows and doors locked. He said a resident reported that a man in a dark blue construction truck was asking people if he could use their phone for directions. One resident did the right thing and said that she would get the cordless phone and bring it out to the man. The person then left, saying that he could not remember the number. Be on the alert!

New Business

Elections:

Nominations for the officers were as follows: President - Gene Williams and George Thompson

Vice President - Maria Elliot and Floyd Sutter

Treasurer - Brenda Adams, Debbie Davis and Anne Bradshaw Secretary - Terry Flowers, Jean Evans and Janice Young

Elections followed the nominations, and the new officers are: President - Gene Williams

Vice President - Maria Elliot

Treasurer - Debbie Davis

Secretary - Jean Evans

Open Forum

Lori White stated that she would like to see the Association work on getting all the residents to keep the areas clearly visible from neighboring properties and the street free of clutter and junk, including carports.

Announcements

Gene Williams, the Association's new president, announced that Mayor Caroline Alston will take a walking tour of the neighborhood on Monday. If you would like to join the mayor on the walk, meet at 9 a.m. at Washington Heights Park.

Adjournment

Motion to adjourn made by George Thompson and seconded by Debbie Davis. Motion passed unanimously. Meeting adjourned at 7:58 p.m.



NEIGHBORHOOD ASSOCIATION REGISTRATION FORM



This Registry is an important communications tool for neighborhoods to be notified of land use issues relating to their area. Before you register, decide who in your group will receive communications and notifications from the planning department (this will be your primary contact). Please note that this notification does not include all notifications from the City, just Planning & Zoning.

Neighborhood Association

Name of Neighborhood Association: _____

Association website/facebook: _____

Number of Households/Properties: _____ Do you have adopted bylaws? Yes No

Mission Statement: _____

Boundary Information

Please include written boundaries in the spaces below. Note: Boundaries must form an enclosed area. A map may need to be submitted to complete your request.

North Boundary: _____

South Boundary: _____

East Boundary: _____

West Boundary: _____

Association Primary Contact Information

Contact Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Association Secondary Contact Information

Contact Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Meeting / Event Information

Where and when does your organization meet? _____

List events your neighborhood has each year. These include: clean-ups, picnics, tree plantings, etc.: _____

Does your neighborhood participate in neighborhood watch? Yes No

Neighborhood organization registration should be updated annually with the Planning & Zoning Department or whenever contact information for the group changes. Be sure your information is current. Complete form, then email, fax, mail, or drop off to the City of Troy Planning & Zoning Department, PO Box 549, 301 Charles W. Meeks Ave., Troy, AL 36081, Fax: (334) 670-6078, planning@troyal.gov.