

Bylaws for Carter Park Neighborhood Association

Revised February 4, 2016

Purpose

The neighborhood association is established by the residents of the Carter Park neighborhood to unite the common interests and promote the welfare of the neighborhood and its residents. The association shall concern itself with a variety of problems including, but not limited to, matters affecting the livability of the neighborhood and the community in general.

Boundaries

Carter Park Neighborhood Association encompasses the area from the west side of Main Street to the east side of the railroad tracks, and from the north side of Fourth Plain Boulevard to the alley north of 33rd Street. Once adopted by a general membership meeting, the boundaries may be changed only with the agreement of those residents directly affected.

Membership

Meetings of the association are open to all residents, property owners, businesses, and non-profit organizations within its boundaries.

Voting

Each person 18 years and older who is entitled to membership may cast one (1) vote. Each business location is allowed one (1) vote. Voting may be by voice or secret ballot, as decided by the membership prior to the election or question.

Officers

The officers of the association shall be a chair, vice chair, treasurer, and secretary. The officers shall preside over all meetings, planning sessions, and activities of the association. Duties of each officer shall be, but are not limited to, the following:

Chair: Act as the primary executive officer and preside over all deliberations and activities of the association. He/she serves as the official spokesperson for the association's viewpoint.

Vice Chair: Assist the president in all duties and perform the president's functions in the president's absence. He/she also serves as a spokesperson for the association.

Treasurer: Act in conjunction with the other officers, maintain any financial records of the Association, prepare periodic reports of financial matters to present to the Board and the membership, and serve as spokesperson for the association.

Secretary: Act in conjunction with the other officers, keep the minutes of public and executive meetings, notify members of meetings and activities in advance, and serve as spokesperson for the association.

Executive Board: Members of the executive board will include the officers and two (2) additional board members elected at large. The executive board members must reside within the association boundaries. Board members may serve as spokespeople for the association. Any contact by business groups, political parties or candidates to the officers, soliciting the opinion of the association shall be reported to the full board by email.

Election of Officers

Officers shall be elected annually. The executive board may fill vacancies by appointment. Such appointments must be ratified at the next following general membership meeting.

Meetings

The executive board shall meet in open meeting at least two weeks in advance of each general meeting or event to set agendas and discuss other business. The executive board shall take no public position without being confirmed by a meeting of the general membership.

At least one (1) general meeting of all membership shall be held each year for election of officers.

A general membership meeting may be called by the executive board at any time with seven (7) or more days' notice by email, mail or hand-delivered flyer to the members.

The executive board must call a general meeting upon demand of fifteen (15) or more voting members of the association.

All decisions must be reached by majority vote of the membership attending the general meeting, provided a quorum is present. The official report of all decisions must record both the majority and minority concerns.

A quorum at a general membership meeting shall consist of at least four (4) of the executive board members; or fifteen (15) members of the association.

Dissent

The minority view shall be recognized, recorded and reported.