

**BYLAWS**  
**FOURTH PLAIN VILLAGE**  
**NEIGHBORHOOD ASSOCIATION**

**I. PURPOSE**

The Fourth Plain Village Neighborhood Association is established by the residents of the (East) Fourth Plain Village Neighborhood in order to promote the common interests and promote the welfare of the neighborhood and its residents. The Fourth Plain Village Neighborhood Association exists to facilitate the exchange of information between association members and the city, promote livability within our neighborhood and enhance the sense of community in general.

**II. BOUNDARIES**

The boundaries of the Fourth Plain Village Neighborhood Association are the area bounded on the:

- North by Burnt Bridge Creek (south side only),
- East by Burnt Bridge Creek (west side only),
- South by Fourth Plain Blvd. (north side only and
- West by Grand Avenue (east side only)

**III. MEMBERSHIP**

The membership of the Fourth Plain Village Neighborhood Association is open to all residents, property owners, business licensees and non-profit organizations within the boundaries of this neighborhood and members of contiguous neighborhoods who do not have representation through other neighborhood associations.

#### IV. VOTING

1. All members (18) years and older who reside inside the neighborhood boundaries are entitled to vote. No proxies shall be taken.
2. All members residing outside the neighborhood boundaries may take part in all debate, but are not allowed to vote.
3. Voting may be by voice, raised hand or secret ballot as decided by the membership prior to voting.

#### V. OFFICERS

All officers of the Association must reside within the boundaries of the neighborhood. The officers of the Fourth Plain Village Neighborhood Association shall preside over all meetings, planning sessions and activities of the neighborhood association.

The duties of the officers shall be, but not limited to the following:

**Chairperson(s):** Act as the primary executive officer and preside over all deliberations and activities of the neighborhood association and also be the official spokesperson for the association.

**Vice-chairperson:** Assist the chair in all duties and perform the functions of the chair in his/her absence and also serve as the spokesperson for the association. This position will not be filled if Co-Chairpersons are elected.

**Secretary:** Act in conjunction with the other officers, record attendance at all executive and member meetings, keep minutes of all Association and Executive Board meetings, provide a copy of these minutes to the newsletter editor and also serve as the spokesperson for the association.

**Treasurer:** Act in conjunction with the officers, maintain the financial records of the association and also serve as a spokesperson for the association.

## **VI. EXECUTIVE BOARD**

Members of the Executive Board will include the Officers and committee chairperson who will notify members of meetings and activities in advance.

## **VII. ELECTION OF OFFICERS**

*(Amendment to Bylaw May 13, 2015)* Officers shall be elected Biennial (every second year) in the month of May. Officers are limited to two terms (a term shall be defined as two years) consecutively per position. Elections to fill vacant positions shall be whenever such vacancies occur. The term for newly elected officers shall begin in the month of September of the election year.

## **VIII. COMMITTEES**

Special committees to handle specific concerns may be appointed by the Chairperson(s) as necessary.

1. Newsletter Editor: This position has overall responsibility for overseeing the production of any newsletters and distribution of the letters in the Fourth Plain Village Neighborhood.
2. Subcommittee Chairs: These positions may vary depending on the needs of the neighborhood but may include: land use issues, zoning issues, traffic and/or transportation issues and neighborhood social events.

## **IX. MEETINGS**

The Executive Board of the neighborhood association must meet not less than once a quarter to discuss neighborhood business.

All decisions made by the Executive Board must be confirmed by a meeting of the membership.

A meeting of the membership must be held not less than once a quarter to discuss neighborhood business.

All decisions must be reached by a majority vote of the membership attending the meeting providing a quorum is present.

A quorum shall consist of at least two (2) elected officers and ten (10) members of the association.

All questions of procedure shall be in accordance with Roberts Rules of Order when not covered by these bylaws.

## **X. FUNDING**

Voluntary contributions, contracts, grants, subscriptions or fundraising activities may be used by the Association as desired.

## **XI. DISSENT**

Adequate time and avenues for minority dissent and appeal of actions taken by the association must be provided by the Executive Board of the Fourth Plain Village Neighborhood Association. All questions may be arbitrated by a mutually acceptable third party committee selected by the membership and the city representative assigned to the Fourth Plain Village Neighborhood Association.

## **XII. AMENDMENTS**

Amendments of the bylaws will be done according to Roberts Rules of Order. A written proposal of the bylaw amendment will be presented to the Executive Board. The executive Board shall present to the association members the proposed amendment in the next newsletter. The proposed amendment shall be voted on by the association members at the next general meeting.