

## **City of Kearney Neighborhood Association Bylaw Sample**

There are certain requirements that bylaws must meet in order for a neighborhood association to be recognized by the City of Kearney. This sample meets those requirements and can be edited to meet the neighborhood association's needs.

The text under **red section headers** requires a decision from the neighborhood association or the general principle is required by the City for recognition.

The text under **blue section headers** may be edited, altered or removed by your association. These sections are for consideration but are not a requirement for recognition.

## **SAMPLE: [Name] Neighborhood Association Bylaws**

### **NAME**

All of these requirements are required for City Recognition. Additional non-conflicting requirements may be made.

- The name of the Association is the [Name] Neighborhood Association (abbreviation here).

### **PURPOSE**

All of these requirements are required for City Recognition. Additional non-conflicting requirements may be made.

- The Neighborhood Association is organized to:
  - Enhance the livability of the neighborhood and Edina by establishing and maintaining an open line of communication and liaison among the neighborhood, government agencies and other neighborhoods.
  - Provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
  - Perform such other objectives as are approved by Leadership or membership.

### **NEIGHBORHOOD BOUNDARY**

All of these requirements are required for City Recognition. Additional non-conflicting requirements may be made.

- The boundaries of the [Name] Neighborhood association are as follows:
  - North:
  - South:
  - East:
  - West

The boundary of the Association shall run along the centerline of all rights-of-way and projections mentioned above.

### **MEMBERSHIP**

All of these requirements are required for City Recognition. Additional non-conflicting requirements may be made.

- Membership in the Association is open to all neighbors. Neighbors are defined as residents or other legal entities that own or occupy property within a neighborhood. Residents are defined as anyone who lives in the boundaries of the city.
- Membership in the Association is strictly voluntary. No neighbor will be required to participate.
- Membership fees, when established by the bylaws of a neighborhood organization, shall be voluntary and shall not bar any neighbor from Association membership or voting privileges.

## FUNDING

This section may be edited, altered or removed by your association. This is only a suggestion not a requirement for recognition.

- Dues: Annual dues will be determined by the Board of Directors
- Contributions: voluntary contributions will be accepted

## VOTING & QUORUM

All of these requirements are required for City Recognition. Additional non-conflicting requirements may be made.

### Voting

- A Voting Member shall be an 18-year-old Neighbor in attendance at an association meeting.
- Each resident will be entitled to one vote.
- Any legal entity that owns or rents a parcel is entitled to one vote.

### Leadership Quorum

- A quorum consists of \_\_\_\_ or more Leadership members (must be a fixed number or number that can be calculated from a clear formula).

### Membership Quorum

- The majority of members present at the meeting, there is no minimum quorum.

## LEADERSHIP

Neighborhood Associations are required to provide procedures for election and removal of leadership. The City of Kearney requires that each neighborhood association form a Board of Directors that includes a president and secretary, as well as a secondary contact person (for example a vice president). A treasurer will also be required if the association plans on dealing with money in any way, such as membership dues or donations. It is up to the association to decide whether or not additional leadership positions are necessary. This section also requires a description of how leadership will be nominated, leadership's terms, and removal of a leadership member.

### Titles/Duties of Officers

- **President:** The President shall prepare the agenda and preside at all meetings of the board and membership; shall appoint chairs of committees with majority approval of the Board.
- **Vice-President:** The Vice President shall assist the President and preside at meetings in the absence of the President.
- **Secretary:** The Secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence for the Association, shall make records of the Association available for inspection for any proper purpose at a reasonable time.
- **Treasurer:** The Treasurer shall be held accountable for all funds and shall give an accounting at each general meeting; shall receive, safekeep and disburse the Association funds, but such disbursement shall require the signature of one other Board member.

### Nomination

- Election of Leadership shall be held at the annual neighborhood meeting on the same day as the nominations.
- All members of the neighborhood will be notified of the annual meeting.
- The term of office shall begin at the close of the Annual Meeting or upon appointment.

### Term

- The Leadership of the Association shall serve for a term of \_\_\_\_ year(s) or until successors are elected.

### Removal

- Any Leadership member can be removed from office by a two-thirds majority vote of the Voting Members present at a meeting.

## **COMMITTEES**

This section may be edited, altered or removed by your association. This is only a suggestion not a requirement for recognition.

- Leadership shall have the power to appoint committees.
- Committees will be formed on the basis of the neighborhood interest and volunteer action.

## **MEETINGS**

Neighborhood Associations are required to hold an annual meeting with notice to all addresses within the geographic boundaries. General Membership and Special Meetings may be edited.

### General Membership Meetings

- General membership meetings will be held \_\_\_\_\_ (weekly, monthly, quarterly).
- General membership meetings will be held on days decided upon by the majority vote of the Board of Directors
- Notification and purpose of the general membership meeting shall require \_\_\_\_ days advance written, email, or telephone notice to all members of the Association.

### Special Meetings

- Special meetings of the members may be called at any time by the Executive Officers.
- Notification and purpose of the special meeting shall require \_\_\_\_ days advance written, email, or telephone notice to all members of the Association.

### Annual Meeting

- An annual meeting shall be held during the month of \_\_\_\_\_ at a time and place designated by the Leadership.
- The first priority item of business at the annual meeting is the annual election of the steering committee.
- A copy of the annual meeting minutes and if amended, bylaws will be forwarded to the Associate Planner.

## **AGENDA**

This section may be edited, altered or removed by your association. This is only a suggestion not a requirement for recognition.

- A member of the Board of Directors shall prepare the agenda for each meeting.
- Any member may suggest an item to be added to the agenda by submitting the item in writing to the Board of Directors at least \_\_\_\_ days in advance of the meeting

## **AMENDMENT OF BYLAWS**

Neighborhood Associations are required to provide changes or amendments to bylaws to the Associate Planner.

- These bylaws may be amended by a majority vote by the neighbors present at the annual meeting, general neighborhood meeting, or a meeting called for that purpose.

## **NON-DISCRIMINATION**

Neighborhood Associations seeking recognition are required to include a non-discrimination clause in their bylaws.

- The [Name] Neighborhood Association shall not discriminate against any person on the basis of race, color, religion, gender, sexual orientation, gender expression, citizenship, marital status, age, national origin, ancestry, or physical or mental handicap.