

## Draft Ward One Neighborhood Planning Assembly Bylaws 24 April 2020

### PREAMBLE

#### ARTICLE I – NAME, PURPOSE, AND GUIDING PRINCIPLES

- A. The name of this organization is the Ward One Neighborhood Planning Assembly, referred to as the NPA or the Ward One NPA.
- B. The purpose of the NPA was set forth in a Resolution adopted by the Burlington City Council in 1982, which stated in part: “The Neighborhood Planning Assemblies shall... help provide citizens with information concerning City programs and activities; help obtain citizen views of City needs, and help provide citizens with an opportunity to participate in making recommendations with respect to governmental decisions, including the allocation of revenues.” In addition, the Assembly shall be organized and operated for the following purposes:
  - To create and nurture vibrant communications between residents and officials of the City and Institutions within Ward One,
  - To maintain and enhance the quality of life in Ward One,
  - To ensure that the voices of Ward One residents are heard in all matters pertaining to life therein,
  - To provide a vehicle for residents of Ward One to collectively act, and
  - To increase the level of citizen participation, without political partisanship, in the civic sphere.
- C. The Guiding Principles of the NPA are to:
  - Provide a safe and welcoming forum where residents can actively share their voice about issues that matter to them, and where they can learn from the voices of others,
  - Cultivate involvement by a diverse spectrum of community members through active outreach and through eliminating barriers to participation,
  - Operate in a manner that models respectful, inclusive, culturally and economically aware practices, and
  - Be a fun, creative, and vital organization that benefits from and values the multitude of perspectives held by those who participate.

#### ARTICLE II – MEMBERSHIP – ELIGIBILITY, PARTICIPATION, MEETINGS, VOTING

- A. Eligibility - Everyone fourteen years and older living within the geographic boundaries of Ward One is a member
- B. Participation - Every eligible member has the right to:
  - Participate in meetings of the NPA,
  - An equal vote on all matters put before the membership for consideration at NPA meetings,
  - Nominate and participate in the election of the NPA Steering Committee,
  - Serve on the NPA Steering Committee if chosen, and
  - Receive notices and minutes of all meetings of the NPA.
- C. Meetings and Voting – Meetings of the NPA will be held no fewer than four times per calendar year. While the current tradition is to meet the second Wednesday of the month (“regular meetings”), scheduling can be changed without amending these bylaws. Notice of regular and special meetings shall be given one week prior to

the meeting through appropriate advertising, and by the Community and Economic Development Office (CEDO) to NPA members who request it. Agendas for all NPA meetings will be properly posted by the CEDO in at least two public places in City Hall. CEDO shall provide to the public copies of the agenda and previous meeting notes.

Meetings will be convened, facilitated and adjourned by one or more facilitators, chosen by the Steering Committee.

- No quorum is required for the convening of a meeting. A quorum is defined only for the purpose of voting on issues that may need action by the NPA. Ten members of the Ward shall constitute a quorum of the NPA.
- Proxy voting is not permitted, but if/when interactive meetings are constituted, members participating from outside the physical meeting room will be counted in the quorum.
- Decisions of the NPA shall be decided by a simple majority of members participating. Decisions involving the expenditure of funds, changes to the bylaws, and removal of Steering Committee members require an affirmative vote of 2/3 of members participating.
- Items to be voted on by the NPA include but are not limited to expenditure of funds, election of Steering Committee members and Ward representation on the Community Development Block Grant public advisory committee (CDBG) and other City advisory committees, changes to bylaws, and any formal communication from the NPA to the City Council, all Wards NPA Steering Committee, and other City entities.
- The Steering Committee will set the agenda of all meetings with input from NPA members, City and officials, and any interested party. Meetings shall have at least 15 minutes scheduled for public forum/speakout. Steering Committee members may take suggestions for future agenda items at some point during all meetings.
- Non-members may attend NPA meetings but have no voting privileges. Non-members may participate in the public forum, at the discretion of the Facilitator, after all members who wish to speak have had an opportunity to do so.

### ARTICLE III – STEERING COMMITTEE

A Composition – The NPA Steering committee shall consist of no fewer than 3 members from Ward One. Up to 7 members may serve on the Steering Committee. All Steering Committee members must be members of the NPA. Seating a youth member (age 14-17) as well as college-aged students is encouraged.

B Election – The Steering Committee shall be elected at the last meeting before April Fool’s Day. Nominations may be individual or by slate.

C Term – Terms begin and end at the start of the first meeting following April Fool’s Day. Steering Committee members will serve one-year terms without limit.

D Removal – A member of the Steering Committee may be removed for any reason by a 2/3 vote of those members participating in a meeting of the NPA, provided that the issue of removal of that member from the Steering Committee was listed on the meeting’s properly advertised agenda.

E Quorum - A majority of current members of the Steering Committee shall constitute a quorum for any meeting of the Steering Committee, provided that all members of the Steering Committee have been notified at least 48 hours in advance of any scheduled meeting. Absent such prior notification, a quorum shall not be possible, unless all Steering Committee members are in attendance.

F Voting - All decisions of the Steering Committee shall be decided by a simple majority of members present at a meeting of the Steering Committee, a quorum having been established.

G Vacancies – Unless it results in fewer than the minimum Steering Committee members, no action is taken in the event of a vacancy. Otherwise, the NPA shall hold an election to replace the Steering Committee member, whose term ends with the other Steering Committee members.

H. Duties - The Steering Committee shall be responsible for the general management of the affairs of the NPA in accordance with these bylaws, including carrying out the following duties:

- Meeting Management: arranging, advertising, convening, coordinating, and facilitating regular and special meetings of the NPA, including the setting of the meeting agendas, the booking of meeting space, and the scheduling of meeting guests and speakers.
- Neighborhood Outreach: sharing of information, meeting schedules, and NPA activities with NPA members, Ward residents, and the general public.
- Municipal Monitoring and Oversight: paying regular attention to actions and plans of City Departments, Commissions, City Council, and the Department of Planning and Zoning for the purpose of keeping the District informed of events, investments, and proposed projects that might affect the lives of people living there.
- Proper Recording: taking of meeting minutes, recording of all Votes and Resolutions, proper distribution of all Resolutions, and coordination with the Community and Economic Development Office on recording of meeting minutes. At the Steering Committee's discretion, the recorded meeting alone and/or the minutes taken by CEDO may serve as official NPA meeting minutes.
- Representation to the All Wards NPA Committee to represent the interests of Ward 1 in discussions and decisions of the Committee established to help guide citizen engagement and neighborhood activities in Burlington. Keep the members of the NPA informed of discussions and decisions of the All Wards NPA Committee that might affect the NPA and its members.

I. Conflict of Interest - Members of the Ward One Steering Committee have a responsibility to their community to fairly review and vote on matters directly affecting Ward One without prejudice or bias. If an NPA Steering Committee member believes that a conflict of interest could exist with any agenda or voting item, that member should take the responsibility to disclose this conflict, and address the issue with the Steering Committee. If upon disclosure, the quorum wants to include this member in the discussion and/or voting process then the Steering Committee has concluded that no conflict of interest exists. Failure of a member to disclose a potential conflict of interest could result in a null/void of that member's vote or cause the need for further discussion or re-vote on a particular issue affected. Conflict of interest means an interest of a member that is in conflict with the proper discharge of his or her duties due to a significant personal or financial interest of the member, of a person within the member's immediate family, or of the member's business associate. "Conflict of interest" does not include any interest that is not greater than that of any other persons generally affected by the outcome of a matter.

#### ARTICLE IV: MISCELLANEOUS PROVISIONS

A AMENDMENTS TO THE BYLAWS. The NPA may make amendments to the Bylaws if the change is advertised no fewer than 20 days before a vote is called, is warned in the meeting agenda and is approved by a 2/3 majority vote of the NPA.

B NON-DISCRIMINATION - In accordance with the guiding principles of these Bylaws, the NPA will promote and work to sustain an inclusive participatory environment that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability or socioeconomic status.

C COMPLIANCE WITH PUBLIC MEETING REQUIREMENTS. The NPA will act in compliance with all public meeting requirements. See the City Attorney's Office for a listing of these requirements.