

Article I – Name

The name of this organization shall be the Ward 4 and Ward 7 Neighborhood Planning Assembly, hereafter referred to as the Assembly or the Ward 4 and Ward 7 NPA.

Article II – Purpose, Process and Funding

Section 1. The purposes of the Assembly, as set forth by resolutions of the City Council establishing the Burlington Neighborhood Planning Assemblies, are:

- A. To provide advice to appropriate commissions, boards, city departments, and the City Council on topics including but not limited to community development, housing programs, the city's Municipal Development Plan, its waterfront planning activities, & the city's budget.
- B. To make recommendations for the consideration of appointed and elected officials charged with the responsibility of implementing city policy, including the allocation of revenues.
- C. To provide a forum for the purpose of information sharing concerning city programs and activities of concern to the members.
- D. To bring to the Assembly city officials, elected representatives, commission members, and private citizens to report to citizens of Ward 4 and Ward 7 regarding issues and concerns.
- E. To increase the level of citizen participation with respect to the Community Development Block Grant program and other State, Federal and City programs.

Section 2. The Assembly shall conduct its business in a democratic process. Its members shall not engage in partisan politics when conducting business relating to the Assembly.

Section 3. The Assembly shall be eligible to apply for and use funding from sources approved by the members.

Article III – Members, Dues

Section 1. Members are any resident 14 years or older living within the geographic boundaries of Ward 4 and Ward 7.

Section 2. Dues. No dues or other fees shall be assessed regarding membership.

Article IV – Steering Committee

Section 1. Members

- A. The Steering Committee shall be elected in March of each calendar year, and shall serve a term of no more than one year per election. Their term of office shall begin upon the adjournment of the meeting at which they are elected.
- B. If an office is vacated prior to the annual election, the NPA shall hold an election until the vacancy or vacancies are filled.
- C. Nine persons per ward may be elected to and serve on the Steering Committee, including a youth (age 14-17) from each ward.
- D. Departing Steering Committee members shall attend the March and April Steering Committee meetings to counsel the new members before leaving office. (The departing members are not entitled to vote at such Steering Committee meetings.)

E. Any NPA Steering Committee member who misses any combination of three consecutive steering and regular NPA meetings without notice, shall no longer be a member of the Steering Committee. This provision may be waived by a majority vote of all remaining members of the Steering Committee upon request of the departing member.

Section 2. Duties:

- A. Facilitate meetings, prepare and set program agendas, take notes, and sign in members with attendance sheets.
- B. Serve as liaison with city and school officials, elected representatives, and commission members.
- C. Organize and coordinate Standing Committees.
 - 1. All standing committee openings will be advertised to the Assembly membership at large.
 - 2. The Steering Committee shall solicit Assembly members to serve on Standing Committees, and make appointments accordingly.
 - 3. Standing Committees shall keep the Steering Committee informed of all recommendations made.
 - 4. The Steering Committee may request that Standing Committees make reports to the Assembly as necessary to keep the Assembly informed.
- D. Send the program agenda, meeting notes and copies of the attendance sheets to the Community & Economic Development Office (CEDO).

Article V – Meetings

Section 1. Regular Meetings. At a minimum, the Assembly shall meet no less than four times, beginning in September, with the last meeting being held no later than June of each year. Other meetings may be scheduled as desired.

Section 2. Giving notice of meetings. Notice of regular and special meetings shall be given one week prior to the meeting by CEDO to Assembly members who request it. CEDO shall provide copies of the agenda and the previous meeting notes.

Section 3. Quorum Requirements. No action may be voted on unless there is at least a one-to-one ratio of Steering Committee members to non-Steering Committee members.

Section 4. Voting. All business before the Assembly shall be decided by a simple majority of members present and voting, except that election of Steering Committee members for each ward shall be by simple majority of those members from that ward who are present and voting.

Section 5. Program. Any member of the Assembly may propose topics for future meetings, and the Steering Committee shall consider adding those items to the program of an upcoming meeting.

Section 6. Old Business. Any program item not covered at a meeting may be deferred to the next regular meeting.

Section 7. Announcements and Open Forum. Every regular meeting shall provide time for announcements and open forum.

<p>Approved by the Neighborhood Planning Assembly, Ward 4 and Ward 7. March 20, 2008</p>
