

Bylaws of the Central Austin Combined Neighborhood Plan Contact Team

Section 1— Name

- A. This organization shall be known as the Central Austin Neighborhood Planning Advisory Committee (CANPAC) and shall be the official Central Austin Combined Neighborhood Plan Contact Team.

Section 2— Statement of Purpose

- A. The purpose of CANPAC shall be to review and make recommendations on all proposed amendments to the Central Austin Combined Neighborhood Plan, and,
- B. Support, implement, and monitor the Central Austin Combined Neighborhood Plan and its goals, and
- C. CANPAC will track the ongoing implementation of the recommendations and action items in the Central Austin Combined Neighborhood Plan.

Section 3— Boundaries

North: 38th Street (N. Lamar to Duval) and E. 45th St. (Duval to I-35)

South: W. Martin Luther King, Jr. Boulevard (“MLK”)

East: I-35

West: N. Lamar Boulevard

Section 4 - Membership

- A. CANPAC members must reside, own a real property interest, or own or operate a business within the boundaries of the neighborhood planning area..
- B. CANPAC membership shall initially be limited to a total of fourteen (14) voting members and seven alternates.
 - 1. Two (2) Members and one (1) Alternate shall be chosen by (and shall represent) each of the seven (7) established member neighborhood groups comprising the Central Austin Combined Neighborhood Planning Area. These seven member neighborhood groups include and are expressly limited to the follow organizations: Caswell Heights Neighborhood Association (“CHNA”) - a.k.a. West University Neighborhood Association (“WUNA”), - University Area Partners (“UAP”), Shoal Crest Neighborhood Association (“SCNA”), Heritage Neighborhood Association (“HeNA”), North University Neighborhood Association (“NUNA”), Hancock Neighborhood Association (“HaNA”), and Eastwoods Association (“EA”), (collectively herein the “Member Associations”).

2. Each Member Neighborhood's Alternate may participate in all matters except voting when the two regular members from the neighborhood are present. In the absence of a voting member from the neighborhood, the Alternate shall fill that member's place as a voting member of CANPAC.
- C. The initial composition of CANPAC is as listed on Addendum A of these Bylaws. When any member's term expires or there is a vacancy, members of CANPAC shall be elected by a majority of the voting members of the group serving at the time of an election. Elections to replace members whose terms are expiring shall be held on or before 90 days prior to the expiration of the members' term. Elections to replace members who have died, resigned, or who have become unable or unwilling to serve shall be held within 90 days after such death, resignation, incapacity, or unwillingness to serve. Nominations to replace any member whose term is expiring or who has died, resigned, or become unable or unwilling to serve shall be made by the voting members then representing the neighborhood for whom the members are to be elected. At least one (1) but not more than two (2) candidates shall be nominated by each nominating member for any position being replaced. Should a situation arise in which there are no serving members on CANPAC from a neighborhood, new members from that neighborhood shall be nominated and elected by a majority of the remaining voting members of CANPAC. In this event, nominations shall be limited to no more than one (1) per CANPAC voting member.
- D. Membership terms shall be two years beginning June 1st.
- E., The CANPAC membership list shall be updated annually and delivered to the City of Austin Neighborhood Planning and Zoning Department by 06/15 of each year.
- F. No member shall purport to represent CANPAC unless authorized by a majority vote of a quorum of CANPAC.
- G. Each member shall receive a copy of the adopted CANPAC bylaws.

Section 5— Removal of Members from CANPAC

- A. An individual's voting membership on CANPAC shall lapse on the 3rd successive absence unless there are extenuating circumstances that shall be approved by a two-thirds vote of a quorum of CANPAC members in attendance. A member may be reinstated by a two-thirds vote of a quorum of CANPAC members in attendance. A member or a Member Association who has designated and arranged for an alternative to attend a scheduled meeting of CANPAC, in place of a CANPAC member, and in accordance with Section 4E herein, shall not be considered absent for purposes of this Section 5A.B. Any CANPAC member who no longer meets the membership criteria of Section 4A must be removed from the list of voting members.
- B. The secretary will make a notation in the minutes of each meeting of the names of the individuals whose voting membership will lapse at the next scheduled meeting and make a reasonable effort to inform such person(s).

Section 6— Meetings

- A. Unless otherwise specifically defined in these bylaws, all affairs of CANPAC shall be governed by Robert's Rules of Order, current edition.
- B. CANPAC shall meet annually in May to elect officers.
- C. Meetings shall be held at least six (6) times per annum and may be held more often on an as-needed basis when an application to amend the Central Austin Combined Neighborhood Plan has been submitted to the City of Austin or another issue which affects this plan is under consideration.
- D. Special meetings of CANPAC may be called the Chair or three members.
- E. The minimum number of CANPAC members necessary to establish a quorum at any regular meeting is 50% of the current eligible voting members.
- F. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of CANPAC.
- G. CANPAC members may establish rules, processes, and procedures for certain matters including, but not limited to, the administration, governance, hearings, and proceedings of CANPAC, including but not limited to: (a) imposition of time limits upon speakers, presentations, and testimony, (b) sequence and recognition of such presentations, (c) scheduling of meetings, votes, and postponements of matters, (d) notification, and modifications to these bylaws and other rules of CANPAC within six (6) months of the original implementation of these bylaws..
- H. No proposed plan amendment application or other matter affecting a specific neighborhood will be deliberated for a vote before CANPAC without CANPAC members first having received a review and recommendation (whether such recommendation is in favor, in opposition, neutral, or both in favor and in opposition) from the Member Association (including a committee, or subcommittee thereof) as defined in Section 4B directly affected. Representation from the affected neighborhood association shall be present for a vote to be taken.

Section 7— Meeting Notification

- A. All meetings shall be scheduled during a meeting or via other reasonable means.

Section 8— Officers and Duties

- A. The officers of CANPAC shall be: Chair, Vice-Chair, and Secretary.
- B. The Officers shall endeavor at all times to act, hold meetings, and keep books and records in accordance with the laws of the State of Texas, the City of Austin, Roberts Rules of Order, and Texas Uniform Unincorporated Non-Profit Association Act. Duties of the officers are as follows:
 - 1. The Chair shall be responsible for the operation of CANPAC and its officers pursuant to these bylaws. The Chair shall have the primary responsibility for leading the long-term and short-term planning efforts of the planning area and

shall also have specific duties as spelled out elsewhere in these bylaws and as delegated by CANPAC. Such duties shall include, but not be limited to:

- a. Seeing that a Meeting Coordinator is selected for each general meeting.
 - b. Representing the team at official functions or appointing someone to represent the team in his/her place.
 - c. Appointing subcommittees, and
 - d. Other actions as specifically delegated by CANPAC membership.
2. The Vice-Chair shall:
- a. Assist the Meeting Coordinator in preparing meeting agendas,
 - b. Assume all duties of the Chair when required.
 - c. Bring a complete copy of Roberts Rules of Order for use and public review at CANPAC meeting and serve as Parliamentarian for the group.
3. The Secretary shall:
- a. Maintain all written records as required by these Bylaws,
 - b. Produce all written communications as directed by the Chair or CANPAC membership.
 - c. Be responsible for updating the membership list

Section 9— Nomination, Election, and Term of Officers

- A. The membership of CANPAC shall nominate one or more eligible voting candidates from CANPAC for each office for the coming year. All candidates must be qualified voting members of CANPAC.
- B. Officers will be elected by CANPAC voting members; by a majority vote if there are two or fewer candidates; or a plurality vote if there are three or more candidates.
- C. The terms shall be for one year to begin on June 1st.
- D. The Secretary shall submit to the City of Austin Neighborhood Planning and Zoning Department in writing the names of the newly elected officers, their contact information, and the date they are due to take office.

Section 10— Removal and Vacancies of Officers

- A. Any elected officer may be removed from office for good cause. Removal shall be debated by CANPAC members and shall require a two-thirds vote of members present at a meeting of CANPAC, providing that a resolution proposing the consideration of the removal has been adopted at a preceding meeting and that

notice of the vote for removal had been included in the call to the meeting at which the vote shall take place.

- B. Should vacancies occur outside the normal election process, candidates for the unfilled term shall be nominated from the floor and elected at the next scheduled meeting following the vacancy? The person elected to the vacated office will serve for the remainder of the term.

Section 11— Amendments

- A. These bylaws may be amended by a two-thirds majority vote of those present at a regular CANPAC meeting, providing that a resolution proposing the amendment has been adopted at a preceding regular meeting and that notice of the proposed amendment has been given in the call for the meeting at which the amendment shall be voted upon.

Section 12— Effective Date

- A. These bylaws of the Central Austin Combined Neighborhood Plan Contact Team (CANPAC) shall become effective on May 29, 2007.

ADDENDUM A. INITIAL COMPOSITION OF CANPAC

<u>Member Association</u>	<u>CANPAC Member</u>	<u>Term Expires</u>
Caswell Heights N.A.	1.	May 31, 2009
	2.	May 31, 2010
	Alternate:	May 31, 2010
Eastwoods N.A.	1.	May 31, 2009
	2.	May 31, 2010
	Alternate:	May 31, 2010
Hancock N.A.	1.	May 31, 2009
	2.	May 31, 2010
	Alternate:	May 31, 2010
Heritage N.A.	1.	May 31, 2009
	2.	May 31, 2010
	Alternate:	May 31, 2010
North University N.A.	1.	May 31, 2009
	2.	May 31, 2010
	Alternate:	May 31, 2010
Shoal Crest N.A.	1.	May 31, 2009
	2.	May 31, 2010
	Alternate:	May 31, 2010
University Area Partners	1.	May 31, 2009
	2.	May 31, 2010
	Alternate:	May 31, 2010