

The East Cesar Chavez Neighborhood Plan Contact Team BY-LAWS

SECTION 1. Definitions

- A. The neighborhood plan contact team (NPCT) means the individuals designated to implement an adopted neighborhood plan. The neighborhood plan contact team is a separate body apart from any existing or future neighborhood associations.
- B. This organization shall be known as the East Cesar Chavez Neighborhood Plan Contact Team (ECC NPCT).

SECTION 2. Roles & Responsibilities

- A. The role of the ECC NPCT shall be to review and make recommendations on all proposed amendments to the adopted East Cesar Chavez Neighborhood Plan and to support implementation of the plan.
- B. When appropriate, the ECC NPCT may decide to initiate a plan amendment.
- C. When appropriate, the ECC NPCT may give written approval to allow a plan amendment application for an individual property within the planning area to be filed out of cycle.
- D. The members of the ECC NPCT serve as community points of contact on matters related to plan implementation and other City of Austin planning initiatives.
- E. It is also the responsibility of the ECC NPCT to work on behalf of all stakeholders in the neighborhood planning area.
- F. ECC NPCT members shall seek the opinions of the stakeholders they represent, endeavor to disseminate information to the neighborhood, and represent stakeholders through open, issue-based discussion.
- G. The ECC NPCT may hold events in the neighborhood for social or educational activities for the purpose of strengthening ties within the neighborhood.
- H. The ECC NPCT shall be responsible for the management of the affairs of the ECC NPCT. The duties shall include updating the annual membership list, holding ECC NPCT meetings, conducting elections as called for in the by-laws, and representing the ECC NPCT in communications with the City of Austin. It shall also act for the ECC NPCT in matters specifically delegated to it. It may act for the ECC NPCT between regular meetings on any matter determined urgent. Any such action shall be reported at the next meeting of the ECC NPCT and none of its actions shall conflict with actions taken or policies formulated by the ECC NPCT.

SECTION 3. Boundaries

North: The alley between East 6th and East 7th Streets

South: Lady Bird Lake

East: Chicon Street

West: Interstate 35 Northbound Service Road

SECTION 4. Membership East Cesar Chavez Neighborhood Plan Contact Team

- A. Members of the ECC NPT shall be residents of Austin who live in, work in, or own property within the established East Cesar Chavez Neighborhood (ECC) boundaries. Applicants for membership shall complete and submit an application, sign a pledge form, and provide their current street mailing address and/or business address or property address and telephone number(s) to the Chairperson or Secretary at the time of application, and whenever addresses or telephone numbers change. Upon receipt of an application, the Chairperson or Secretary shall distribute the application for membership to ECC NPCT members. Membership preference will be given to residents who are involved in community organizations and/or neighborhood activities; informed about neighborhood issues; display leadership potential; and have attended at least 2 NPCT meetings within the 6-month period preceding their application.
- B. Membership of the ECC NPCT shall to the greatest extent practicable include at least one representative from each of the following groups within the neighborhood planning area
 - 1. Property owners
 - 2. Residential renters
 - 3. Business owners
 - 4. Neighborhood, nonprofit, or civic organizations owning or renting property within the neighborhood plan area.
- C. The ECC NPCT will consist of 15 member positions including the following community stakeholder representatives:
 - 1. Eight property-owning residential representatives, one each with a primary residence in and representing one of the ECC's eight geographic sectors.
 - 2. One residential rental representative residing in any one of the ECC's eight geographic sectors to represent the interest of all renters, including low income renters.

3. Three representatives, in total, from congregational, non-profit, or registered neighborhood or civic groups operating within the ECC NP area with at least two of the representatives representing non-profit and/or civic groups.
 4. Three representatives from property owners, businesses, or registered business associations conducting business within the ECC NP area.
- D. Change of status: when an ECC NPCT member's status changes such that they no longer meet the membership qualifications outlined in Section 4C, they must immediately notify the team.
 - E. Members shall serve two-year (24-month) terms. Members may serve up to two consecutive terms unless challenged by another candidate and/or unless they no longer meet the membership requirements for their seat, as outlined in Section 4C. A member who has served (2) consecutive two-year terms (24 months) may be elected to additional two-year terms by an affirmative vote of a Super Majority or 2/3 of the ECC NPCT.
 - F. No member shall purport to represent the ECC NPCT unless authorized to do so by the Contact Team Chair.
 - G. Each member of the ECC NPCT shall be provided a copy of the adopted ECC NPCT by-laws.

SECTION 5. Removal of Members from the ECC NPCT

- A. Any ECC NPCT member who no longer meets the membership criteria of Section 4C shall have the option to continue to serve through the end of their term while the team solicits applications for the seat and until the seat is filled by an eligible applicant.
- B. An individual's membership on the ECC NPCT shall lapse upon three successive absences unless there are extenuating circumstances that have been communicated to the ECC NPCT President/Chair.
- C. The Secretary will make a notation in the minutes of each meeting of the names of the individuals whose membership will lapse at the next scheduled meeting. The Secretary shall communicate this information to the individuals whose membership is at risk of lapsing within 30 days.
- D. An individual whose membership has lapsed is subject to removal.

SECTION 6. Decision Making

- A. Decision Making Method. Decisions of the ECC NPCT will be made by a vote, according to the following rules:

1. Quorum is a majority of ECC NPCT members to allow a transaction of business at any meeting. All official decisions of the ECC NPCT must be made at a regular or special-called meeting at which a quorum is present.
 2. Simple Majority of the quorum present;
 3. Super Majority or 2/3 of the ECC NPCT is required for amending the bylaws, amending a previous vote, suspending the rules, removing an ECC NPCT member, or the removal of an Officer;
 4. Any ECC NPCT member who is present at the meeting and eligible to vote as described under Subsection 6.B, Eligibility, gets to vote.
 5. One vote per ECC NPCT member regardless of the number of properties owned or other membership criteria in the planning area.
- B. Eligibility and Election. The ability to become a member of the ECC NPCT and to participate in decision-making shall be granted to any applicant for membership who:
1. meets the membership criteria as outlined in Section 4;
 2. has attended at least 2 NPCT meetings within the 6-month period preceding their application;
 3. is at least 18 years of age; and
 4. is elected by a majority vote of a posted regular or special called meeting where a quorum is present and when the election of the applicant has been listed as an item on the agenda of that meeting.
- C. Quorum. A quorum of members must be present in order to make a decision at an NPCT meeting. A quorum is established when at least 50% of members on the ECC NPCT, as defined under Subsection 6.B., are present.
- D. The names of members participating in decision-making shall be noted in the minutes and voting records

SECTION 7. Meetings

- A. Meetings of the ECC NPCT shall be open to the public. Community stakeholders are invited to participate in the discussion of the matters at hand, but only ECC NPCT members of the NPCT, as defined under Subsection 6.B, are allowed to participate in decision-making.
- B. Regular meetings shall be held on the third Wednesday of each month from 6:00 to 8:00 pm, except in the month of December. A meeting in December must be a special called Meeting.
- C. Unless otherwise noticed, all meetings will be held at the Terrazas Library at 1105 East Cesar Chavez St.

- D. Special called meetings can be held on an as-needed basis and may be called when an application to amend the East Cesar Chavez Neighborhood Plan has been submitted to the City of Austin. Notification of special called meetings shall be given at least 3 days (72 hours) in advance of the meeting as specified in Section 8 of these bylaws.
- E. Special called meetings of the ECC NPCT may be called by an elected officer with the consent of at least one additional officer and one additional ECC NPCT member.
- F. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the ECC NPCT and shall be forwarded to the Planning and Zoning Department upon request.
- G. Meeting discussions will be conducted in a conversational format with special regard for a dialogue that is respectful and considerate of all members in attendance.
- H. ECC NPCT Members may be allowed to participate in meetings remotely via teleconference, video conference, or on-line meeting technology.

SECTION 8. Meeting Notification

- A. At a minimum, meeting notification will be publicized through:
 - 1. Direct notification of all Contact Team members via e-mail, phone, list-serve, or Contact Team website;
 - 2. The meeting schedule shall be described in the Community Registry entry for the Contact Team; and
 - 3. Meeting notification shall be provided to City staff for dissemination to the general public through a centralized Contact Team website, or other means.
- B. All meetings will also be publicized in the neighborhood using whatever reasonable means are available, for example: flyers, signs, newsletters, contact team website and/or neighborhood listservs.
- C. Notices of regular meetings shall be distributed not less than three days before the meeting date. Notices of special called meetings must be distributed not less than three days before the meeting date.
- D. The meeting notice will include a meeting agenda.
- E. Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of this section must be complied with in good faith.

SECTION 9. Officers and ECC NPCT Member Duties

- A. The officers of the ECC NPCT shall be, at a minimum: Chair, Vice-Chair, Secretary, and Treasurer.
- B. Duties of the officers are as follows:
 - 1. The Chair shall be responsible for the operation of the ECC NPCT and its officers pursuant to these bylaws. This shall include conducting meetings, representing the team at official functions, appointing subcommittees, and generally overseeing the business of the ECC NPCT. The Chair shall have the primary responsibility for coordinating with the City of Austin planners on Neighborhood Plan related issues. The Chair shall support the Vice-Chair in the preparation of agendas. The Chair shall collect draft communications from other ECC NPCT members to finalize, distribute and publish as appropriate.
 - 2. The Vice-Chair shall assume all duties of the Chair when required.
 - 3. The Secretary shall maintain all written records as required in Section 7G of these bylaws. The Secretary shall keep all meeting notes and publish them as appropriate.
 - 4. The Secretary shall submit annually to the City of Austin Planning and Zoning Department a list of the current officers and members eligible to vote and the contact information.
 - 5. The Secretary shall annually submit to the City of Austin Planning and Zoning Department bylaws consistent with the standardized template addressing roles and responsibilities, boundaries, membership, decision making, meetings, meeting notification, elections and duties of officers, finances, conflicts of interest and amendments to the bylaws.
 - 6. The Treasurer shall track all financial activities of the ECC NPCT and report activity at the regular meetings. The Treasurer shall post an annual report as appropriate. The Treasurer will receive all official mail on behalf of the ECC NPCT and distribute as appropriate.
 - 7. The representative member shall draft all written communications approved by the ECC NPCT members related to issues decided upon by the ECC NPCT. Draft versions of these written communications must be finalized by the Chair before being transmitted or shared.

SECTION 10. Election and Term of Members and Officers

- A. The ECC NPCT shall elect all new members by a majority vote on an as needed basis at any regular or special called meeting per Section 6 of these bylaws.
- B. Officer elections will be held at least once per year in January.
- C. Officers will be elected by the ECC NPCT using the decision-making process described under Section 6. All candidates must be eligible members of the ECC NPCT as defined under Section 4 and Subsection 6.B.

- D. Candidates must be listed in the agenda of the meeting at which the vote will occur.
- E. Officer and Member terms shall be for two years not to exceed two consecutive terms.
- F. The Secretary will notify the Planning and Zoning Department in writing of the names of the newly elected officers, their contact information, and the date they are due to take office.
- G. At least one time annually, preferably beginning in January, the Vice Chair will oversee solicitation for applications for all vacant member positions.

SECTION 11. Removal and Vacancies of Officers or ECC NPCT Members

- A. Any elected officer may be recommended for removal from office for not fulfilling their duties as per Section 9. Removal shall be considered by the ECC NPCT and shall require a super majority of members - at a meeting of the ECC NPCT, 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 has been included in the agenda of 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 vacant position will serve for the remainder of the term.

SECTION 12. ECC NPCT Committees

- A. The ECC NPCT Chair may appoint project-based or standing committees to help conduct the business of the ECC NPCT.
- B. Committees can be standing or ad-hoc in nature.
- C. Committees shall report to the ECC NPCT and these reports shall be entered into the minutes or meeting summaries.
- D. Committee chairs and committee members must be ECC neighborhood planning area stakeholders but do not need to be members of the ECC NPCT.
- E. Only committee chairs and committee members who also are members of the ECC NPCT may vote in Decision Making items before the ECC NPCT, per Section 6 of these Bylaws.

SECTION 13. Finances

- A. The ECC NPCT may not collect or charge dues of its membership.
- B. The ECC NPCT may only accept in-kind donations or grants that aid in the prescribed roles and responsibilities of the ECC NPCT as defined in Section 2.

- C. In-kind donations that create a conflict of interest (see Section 14) are not permitted.

SECTION 14. Conflict of Interest

- A. If a member of the ECC NPCT, has an interest in a development, project, or issue that requires a plan amendment, or a request that requires a vote, the member must follow these rules:

1. If a member has a substantial interest (see below) in a development, project, or issue, the member cannot participate in any decision concerning the project, including the decision of the ECC NPCT to recommend an application for a plan amendment or the decision to support or not support the project.
2. If a member has a substantial interest in a proposed project, the member must disclose this interest at the time a plan amendment application is discussed and at the time the recommendation letter for the project is submitted to the Director of the Planning and Zoning Department.
3. A member with a substantial interest in a project may participate in the discussion regarding the proposed amendment. However, participating in the decision regarding that change is not allowed.
4. A member must disclose a conflict of interest even if the conflict of interest is outside of their normal role on the Contact Team.

- B. Substantial interest means any of the following:

1. A person owns at least a part of or is invested in the property, or the business developing the property.
2. A person has worked for someone involved in the project over the past year.
3. A person has a business that would directly benefit from the project.
4. A person serves on the board of directors, corporate officer, or any other board overseeing the project.
5. A person owes money to anyone involved in the project.

SECTION 15. Amendments

- A. These bylaws may be amended by a (two-thirds majority vote) of those present at an ECC NPCT 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 16. Effective Date

- A. These bylaws of the ECC NPCT neighborhood plan contact team shall become effective on December 18, 2019 and supersede all previous bylaws approved by the ECC NPCT or the ECC NPT.