

# **Bylaws of the Greater South River City Neighborhood Plan Contact Team**

Definition: The Greater South River City (GSRC) Neighborhood Planning Contact Team (NPCT) is a group of neighborhood stakeholders charged with being stewards of the Greater South River City Neighborhood Plan and upholding the implementation of the plan's vision, goals and recommendations. The GSRC NPCT discusses and provides a recommendation to City staff, Planning Commission and City Council on any proposed neighborhood plan amendment that changes either the text or the map. The GSRC NPCT may also initiate an amendment to the GSRC Neighborhood Plan.

## **I Name**

This organization shall be known as the Greater South River City (GSRC) Neighborhood Plan Contact Team (NPCT).

## **II Statement of Purpose**

The purpose of the GSRC NPCT shall be to review and make recommendations on all proposed amendments to the GSRC Neighborhood Plan.

## **III Boundaries**

North: Lady Bird Lake  
South: Ben White Boulevard  
East: Interstate Highway 35 South  
West: South Congress Avenue

## **IV Mandatory Requirements**

1. There shall be no more than 30 members of the GSRC NPCT.
2. Membership of the GSRC NPCT shall, to the greatest extent practicable, include at least one representative from each of the following groups within the GSRC neighborhood planning area:
  - a. property owners,
  - b. residential renters,
  - c. business owners and
  - d. neighborhood organization members owning property within the neighborhood plan area.
3. No member shall purport to represent the GSRC NPCT unless authorized to do so by the GSRC NPCT.
4. Each member of the GSRC NPCT shall receive a copy of the adopted GSRC NPCT bylaws.
5. In the event a neighborhood plan amendment application is submitted to the City of Austin, the City will notify all property owners within 300' of the subject tract, and all the stakeholders on the GSRC interest list. This notification will occur prior to the NPCT submitting their formal recommendation to City staff. The City will organize a meeting between the applicant and the GSRC NPCT to discuss and to consider whether to support the proposed plan amendment.

## **V Structure**

GSRC NPCT voting membership shall be open to anyone who lives, owns property or operates a business within the boundaries of the GSRC neighborhood planning area, as long as there are fewer than 30 members of the GSRC NPCT and each group in Section IV.2 is represented.

## **VI Removal of Members**

1. An individual's voting membership on the GSRC NPCT shall lapse on the third successive unexcused absence unless there are extenuating circumstances that shall be approved by a majority of the members.
2. Any NPCT member who no longer meets the membership criteria of Section V must be removed from the list of voting members.

## **VII Meetings**

1. Unless otherwise specifically defined in these bylaws, all affairs of the GSRC NPCT shall be governed by Robert's Rules of Order, current edition.
2. The GSRC NPCT shall meet at least once per year to elect officers.
3. Meetings shall be held on an as-needed basis when an application to amend the GSRC Neighborhood Plan has been submitted to the City of Austin.
4. Special meetings of the GSRC NPCT may be called by a member of the executive committee.
5. GSRC NPCT meetings shall be open to the public. Visitors shall be invited to participate in the discussion of the matters at hand, but only qualified voting members of the GSRC NPCT are eligible to vote.
6. Decisions of the GSRC NPCT will be made by a majority of the eligible members in attendance at the meeting.
7. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the GSRC NPCT and may be forwarded to the City of Austin upon request.

## **VIII Meeting Notifications**

1. Meetings will be publicized in the neighborhood using reasonable means available, either internet or newsletters or signs. Notices should be distributed not less than seven days before the meeting date.
2. Failure to receive a meeting notice does not invalidate the meeting. However the provisions of this section must be complied with in good faith.

## **IX Officers and Duties**

1. The officers shall be, at a minimum: Chair, Vice-Chair and Secretary.
2. Duties of the officers are as follows:
  - A. The Chair shall be responsible for the operation of the GSRC NPCT and its officers pursuant to these bylaws. This shall include conducting meetings, representing the GSRC NPCT at official functions, appointing subcommittees and generally overseeing the business of the GSRC NPCT. The Chair shall have the primary responsibility for leading the long-term and short-term planning efforts of the neighborhood and shall also

have specific duties as spelled out elsewhere in these bylaws and as delegated to the GSRC NPCT.

- B. The Vice-Chair shall assist the Chair in preparing meeting agendas and conducting meetings and shall assume all duties of the Chair when required.
- C. The Secretary shall maintain all written records as required by the bylaws and produce all written communications as directed by the Chair, the Executive committee or the GSRC NPCT membership.

#### **X Nomination, Election and Terms of Officers**

- 1. The membership of the GSRC NPCT shall nominate one or more eligible voting candidates from the NPCT for each office for the coming year. All candidates must be qualified, voting members of the GSRC NPCT.
- 2. Officers will be elected by the GSRC NPCT voting members by a majority vote. If no candidate receives a majority vote, there will be an immediate run-off election between the two candidates who received the most votes.
- 3. The terms shall be for one year.
- 4. The Secretary will notify the City of Austin in writing of the names of the newly-elected officers, their contact information and the date they are due to take office.

#### **XI Removal and Vacancies of Officers**

- 1. Any elected officer may be removed from office for good cause. Removal shall be debated by the GSRC NPCT and require a two-thirds vote of members present at a meeting of the GSRC NPCT, provided that a resolution proposing the consideration of the removal had been adopted at the preceding meeting and that notice of the vote for removal was included in the call to the meeting at which the vote shall take place.
- 2. 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.

#### **XII Executive Committee**

- 1. The executive committee shall be composed of the officers and the chair of any standing committee of the GSRC NPCT.
- 2. The executive committee may act for the GSRC NPCT between regular meetings on any matter determined urgent. Any such action shall be reported at the next regular meeting of the GSRC NPCT and none of its actions shall conflict with actions taken or policies formulated by the GSRC NPCT.

#### **XIII Committees**

- 1. The GSRC NPCT Chair, with the approval of the executive committee, may appoint standing committees to help conduct the business of the GSRC NPCT. The chair of the standing committee will serve as a voting member of the executive committee.
- 2. The Chair and/or Executive Committee may appoint special committees or subcommittees to help conduct specialized business of the GSRC NPCT.

3. Committees shall report to the GSRC NPCT and these reports shall be entered into the minutes.

#### **XIV Amendments**

These bylaws may be amended by a majority vote of those present at a scheduled GSRC NPCT meeting provided that a resolution proposing the amendment was adopted at a preceding regular meeting and that notice of the proposed amendment was given in the call for the meeting at which the amendment shall be voted upon.

#### **XV Effective Date**

These bylaws of the GSRC NPCT shall become effective on May 7, 2012.

#### **XVI Conflict of Interest**

1. If a member of the GSRC NPCT has an interest in a development that requires a plan amendment, the member must follow these rules:
  - A. If a member has a substantial interest (see below) in a project, the member can not participate in any decision or voting concerning the project, including the decision of the GSRC NPCT to recommend an application for a plan amendment or the decision to support or not support the project.
  - B. 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.
  - C. Note that a member with a substantial interest in a project may participate in the discussion regarding the proposed change. However participating in the voting or decision regarding that change is disallowed.
2. An individual has a substantial interest if he or she:
  - A. Owns at least a part of or is invested in the property, or business developing the property, or
  - B. Has worked for someone involved in the project over the past year, or
  - C. Has a business that would directly benefit from the project, or
  - D. Serves on the board of directors, corporate officer or any other board overseeing the project, or
  - E. Owes money to anyone involved in the project.
3. Conflict of interest as it relates to the Plan Amendment Process is also specifically addressed in Ordinance 030320-23 of the City Code.

#### **XVII Finances**

1. The GSRC NPCT does not collect or charge dues for its membership.
2. The GSRC NPCT may accept donations that aid in the prescribed roles and responsibilities of the GSRC NPCT as defined in these bylaws.
3. Donations that create a conflict of interest (see Section XVI) are not permitted.