

Revised June 2, 2005/June 6, 2005; Approved by all 3 Orgs

Old West Austin Neighborhood Plan Contact Team

Contact Team Bylaws

Definition: The Old West Austin Neighborhood Plan Contact Team means the individuals selected and designated by Clarksville Community Development Corporation (CCDC), Old West Austin Neighborhood Association (OWANA), and the West End Austin Alliance (WEAA). The responsibilities of the Contact Team are to discuss and provide a recommendation, if there is a consensus, based entirely on recommendations of the CCDC, OWANA, and the WEAA as conveyed by their representative to the Contact Team, to City Staff, Planning Commission, and City Council on any proposed Neighborhood Plan amendments that are either text or map changes. The Contact Team may also submit an application to the Director of Neighborhood Planning & Zoning Department to amend a Neighborhood Plan at any time. In addition, the Contact Team will support the integrity of the neighborhood plan and uphold the implementation of the plan's vision, goals, and recommendations.

Section 1 – Name

- A. This organization shall be known as the Old West Austin Neighborhood Plan Contact Team.
- B. Throughout this document, NPCT (Neighborhood Plan Contact Team) refers specifically to the Old West Austin Neighborhood Plan Contact Team.

Section 2 – Statement of Purpose

- A. The purpose of the Old West Austin NPCT shall be to review and make recommendations, if there is a consensus, on all proposed amendments to the Old West Austin Neighborhood Plan.

Section 3 – Boundaries

- A. North: West 15th Street/Enfield Road
South:Town Lake
East: North Lamar Boulevard
West: North Mo-Pac Expressway

Section 4 – Requirements and Structure

- A. The NPCT shall consist only of one member each from the CCDC, OWANA and the WEAA.
- B. Each NPCT member shall have one vote.
- C. Each NPCT member shall have one alternate.

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- D. Members and their alternates shall be selected by their respective representative group.
- E. Only members of the NPCT, or their alternate if the member is absent, may cast a vote representing their respective organizations.
- F. The NPCT membership list shall be updated annually, if necessary due to a change in membership, and a copy shall reach the City of Austin Neighborhood Planning and Zoning Department by October 1 of each year.
- G. No member shall purport to represent the NPCT unless authorized to do so by the NPCT.
- H. Upon request, each member shall receive a copy of the adopted Old West Austin NPCT bylaws.
- I. Per notification requirements, a 300' radius notification area shall be used by the City to announce that a plan amendment application has been submitted. This notification shall occur prior to the NPCT submitting their formal recommendation to City staff, Planning Commission, or City Council.

Section 5 – Replacement of Members in the Old West Austin NPCT.

- A. An individual's membership in the NPCT shall be at the discretion of the group he or she represents (i.e., CCDC, OWANA, or the WEAA).
- B. If a group's representative or alternate is replaced, it shall be the responsibility of that group, through communication from the chairperson or similar, to inform the other members of the NPCT.

Section 6 – Officers and Duties

- A. The three members of the Old West Austin NPCT shall each be co-chairs.
- B. Duties of the officers are as follows:
 - 1. The co-chairs shall be responsible for the operation of the NPCT pursuant to these bylaws. This shall include conducting meetings, representing the team at official functions, appointing subcommittees, and generally overseeing the business of the NPCT.
 - 2. Meeting agendas, meeting minutes, and other written records as required by these bylaws, shall be prepared and maintained by the NPCT members on a rotating basis.

Section 7 – Meetings

- A. Unless otherwise specifically defined in these bylaws, all affairs of the NPCT shall be governed by Robert's Rules of Order, current edition.

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- B. Meetings shall be held on an as-needed basis when an application to amend the Old West Austin Neighborhood Plan has been submitted to the City of Austin.
- C. Special meetings of the NPCT may be called by any member of the NPCT.
- D. NPCT meetings shall be open to the public. Visitors may participate in the discussion of the matters at hand, but only the three qualified voting members of the NPCT, or their alternates, are eligible to vote.
- E. Voting results on a proposed plan amendment must be unanimous in order for the NPCT to make a recommendation either in support or opposition to the proposed amendment to City Staff, Planning Commission, or City Council. In the absence of a consensus of all three member, no recommendation will be made, and the lack of a consensus, or NPCT recommendation, will be conveyed.
- F. Approved minutes of meetings, which may be approved by members through email or other digital means, and sign-in sheets, as a record of attendance, must be kept for all meetings of the NPCT and shall be forwarded to the Neighborhood Planning and Zoning Department upon request.

Section 8—Meeting Notification

- A. All NPCT meetings will be publicized using reasonable means that are available.
- B. NPCT meetings will (very likely) follow meetings of the CCDC, OWANA, and the WEAA, each of which has its own notification and meeting procedures. Notification to those groups of the NPCT meeting is the responsibility of the respective NPCT member.
- C. Failure to receive a NPCT meeting notice does not invalidate the meeting.

Section 9 – Amendment of These Bylaws

- A. Upon direction of the groups represented by each NPCT member, these bylaws may be amended. The CCDC, OWANA, and the WEAA shall respectively consider and determine according to its established procedures (e.g., majority vote) whether or not to direct its NPCT member to support the proposed bylaws amendment(s).
- B. Unanimous agreement among the three NPCT members is required for any amendment of these bylaws.

Section 10 – Effective Date

- A. These bylaws of the Old West Austin Neighborhood Plan Contact Team shall become effective upon ratification by all three NPCT members, after review by the CCDC, OWANA, and the WEAA.

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Section 11 – Conflict of Interest

If a member of the NPCT has an interest in a development that requires a plan amendment, the member must follow these rules:

1. If a member has a *substantial interest* (see below) in a project, the member may not participate in any decision or voting concerning the project, including the decision of the 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 at the NPCT meeting and at the time the recommendation/no recommendation letter for the project is submitted.
3. If a member has a substantial interest in a proposed project, her or his alternate may vote on behalf of that NPCT member's representative group at the NPCT meeting.
4. Note that a member with a substantial interest in a project may participate in the *discussion* regarding the proposed amendment. However, he or she may not cast a vote for or against the amendment.

Substantial interest means:

A person owns at least a part of or has an investment in the property or business developing the property.

- If a person has worked for someone involved in the project over the past year.
- If the person has a business that would directly benefit from the project.
- If the person serves on the Board of Directors, or as a corporate officer, or on any other board overseeing the project.
- If the person owes money to anyone involved in the project.

Conflict of Interest as it relates to the Plan Amendment Process is also specifically addressed in Ordinance 030320-23 of the City Code.