

Rosewood Neighborhood Contact Team Bylaws (*Passed*)

Sections 2 – 5, 7 and 11 were reviewed and revised at the Oct. 20, 2011 meeting.

Sections 1-5 were reviewed and voted on at the Oct 2, 2007 meeting, Sections 6 on at the Nov. 17, 2007 meeting.

Section 1- Name

a) This organization shall be known as the Rosewood Neighborhood Contact Team (RNCT).

Section 2- Statement of Purpose

The purposes of the Rosewood NCT shall be to:

- a) Review and make recommendations to the City of Austin and/or any other regulatory bodies on all proposed amendments to the Rosewood Neighborhood Plan;
- b) To improve communication and support between and among Residents, Businesses and Property Owners in Rosewood;
- c) Develop a Community Housing Development Corporation arm to preserve and foster predominantly single family housing within the Rosewood Neighborhood Plan Area;
- d) Serve as a clearinghouse of information on housing and community development for all active Neighborhood Association presidents and other Rosewood Plan Area residents;
- e) Track the ongoing implementation of the recommendations/action items in the Rosewood Neighborhood Plan;
- f) To advocate for the affordability of housing in Rosewood;
- g) To advocate for preserving the historic, ethnic, and cultural character of the neighborhoods of Rosewood; and
- h) To engage in any other activities in which associations may lawfully engage in under the Texas Business Organizations Code.

Section 3-Boundaries

- a) Boundaries of the Rosewood Neighborhood Planning Area are:
 - 1) North: Manor Road
 - 2) East: Airport Boulevard
 - 3) South: Webberville Road and Oak Springs
 - 4) West: Northwestern to Rosewood to Chicon to 12th Street to along Austin & NW Railroad tracks to MLK Blvd to Cedar to Rogers to Walnut.
- b) Neighborhoods represented by Neighborhood Associations include:
 - 1) Austin Heights, bounded by Manor Road on the North, Airport Boulevard on the East, East MLK on the South, and Walnut Ave/Oaklawn Ave/Rogers Ave on the West;
 - 2) McKinley Heights, bounded by East MLK on the North, East 12th on the South, Airport Blvd. on the East, and Harvey Street on the West;
 - 3) Clifford Sanchez, bounded by McKinley Heights on the East, East MLK on the North, East 12th on the South, and Alexander on the West;
 - 4) Homewood Heights, bounded by East 12th on the North, Oak Springs/Rosewood on the South, Airport Blvd on the East, and Hargrave Street on the West;
 - 5) Foster Heights, bounded by Chestnut on the East, 12th Street on the North, Rosewood Ave. on the South, and Chicon on the West; and
 - 6) Rosewood Glen Oaks, bounded by Rosewood on the North, Thompson Street on the East, Webberville Rd on the South, and Northwestern on the West.

Section 4-Membership

- a) Membership of the Rosewood NPCT shall include, but is not limited to the following groups:
 - 1. Property owners
 - 2. Non-property owner residents (i.e. renters)
 - 3. Business owners
 - 4. Neighborhood associations with boundaries within the Rosewood Neighborhood area, one representative plus one alternate from each
 - 5. Representation from other entities located within the neighborhood (e.g. churches and non-profit organizations) are permitted and encouraged, but not required.
- b) An Officer of the neighborhood association or other entity shall notify the RNCT chair who the initial representative and/or alternate is, and will notify the chair if there is any change in representation.
- c) There shall be no limit to the number of RNCT members.
- d) Voting Membership shall be open anyone over age 18 who lives within the boundaries of the neighborhood planning area who meets the above eligibility requirements.
- e) Each voting member is allowed only one vote.
- f) A copy shall reach the City of Austin Neighborhood Planning and Zoning Department by December 31 of each calendar year.
- g) The adopted Rosewood NCT bylaws are available to all members and non-members on the RNCT web site.

Section 5-Meetings

- a) Unless otherwise specifically defined in these bylaws, Robert's Rules of Order, current edition, shall govern all affairs of the RNCT.
- b) The Rosewood NCT shall meet on the third Thursday in October every other year to elect officers.
- c) Meetings shall be held at the discretion of the executive committee four times a year or as needed. The RNCT chair may reschedule a regular meeting for significant reasons with seven days notice. All changes to regular meeting date will be publicized to all active Neighborhood Association presidents and others in the neighborhood using whatever reasonable means are available, for example, but not limited to: flyers, phone calls, mailings, newsletters, and email.
- d) The RNCT Chair may call, or give authority to call, special meetings of the RNCT as needed when an application to amend the Rosewood Neighborhood Plan has been submitted to the City of Austin or other critical business must be considered.
- e) RNCT 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 RNCT will be eligible to vote.
- f) The minimum number of RNCT members necessary to establish a quorum for a vote is one representative each from the simple majority of active neighborhood associations within the RNCT boundaries.
- g) Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the RNCT and shall be forwarded to the Neighborhood Planning and Zoning Department upon request.

Section 6-Officers and Duties

- a) The officers of the Rosewood NCT shall be elected as described in Section 7, and shall be, at minimum: Chair, Vice-Chair, and Secretary.
- b) The executive committee shall be composed of the officers and the chair of any standing committee of the RNCT.

- c) In compliance with Section 6 d) 1, the executive committee shall be responsible for the management of the affairs of the RNCT. The duties shall include: carrying out the purposes of the RNCT set forth in Section 2, updating the annual membership list, holding RNCT meetings, conducting elections as called for in the bylaws, and representing the RNCT in communications with the City of Austin and other entities. It shall also act for the RNCT in matters specifically delegated to it. It may act for the RNCT between regular meetings on any matter determined urgent. Any such action shall be reported at the next regular meeting of the RNCT and none of its actions shall conflict with actions taken or policies formulated by the RNCT.
- d) Duties of the officers are as follows:
 1. The chair shall be responsible for the operation of the RNCT 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 RNCT. 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 by the RNCT.
 2. The vice-chair shall, at the request of the Chair, assist the Chair in preparing meeting agendas and conducting meetings and shall assume all duties of the Chair when required.
 3. The secretary shall maintain all written records as required by the bylaws, including the current membership roster, and produce all written communications as directed by the officers and the executive committee.

Section 7-Nomination, Election, and Term of Officers

- a) The membership of the RNCT shall nominate one or more eligible-voting candidates from the RNCT for each office for the coming year. All candidates must be qualified voting members of the RNCT.
- b) Officers will be elected by the RNCT 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 two years.
- d) The secretary will notify the Neighborhood 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.
- e) No member shall serve more than two consecutive years in the same office unless no other member wants to serve in that position. In that case, an additional term is allowed.

Section 8-Removal and Vacancies of Officers

- a) 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.
- b) An officer's voting membership on the RNCT shall lapse on the 3rd successive unexcused absence unless there are extenuating circumstances that shall be approved by a majority of the officers.
- c) Any officer can be removed by a 2/3 majority of the voting members at a regularly scheduled meeting.

Section 9-Committees

- a) The RNCT Chair, with the approval of the executive committee, may appoint standing committees to help conduct the business of the RNCT. The chair of a standing committee will serve as a voting member of the executive committee.

- b) The Chair and/or Executive Committee may appoint special committees or subcommittees to help conduct specialized business of the RNCT.
- c) Committees shall report to the RNCT and these reports shall be entered into the minutes.

Section 10-Amendments

- a) These bylaws may be amended by a two-thirds majority vote of those present at a regular RNCT meeting, providing that the procedure below is followed:
 1. A resolution to propose an amendment is passed (by straight majority) at a regular meeting.
 2. A vote on the proposed amendment is held at the next regular meeting.
 3. The upcoming vote is announced in the call to meeting,
 4. Which is publicized as in Section 5 c.

Section 11-Effective Date

- a) These revised bylaws of the Rosewood Neighborhood Plan Team shall become effective on Oct. 21th, 2011 following the vote taken Oct. 20, 2011.

Section 12-Conflict of Interest

- a) If a member of the RNCT 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 cannot participate in any decision or voting concerning the project, including the decision of the RNCT 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.
 3. 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.
 4. Substantial interest occurs when:
 - A person owns at least a part of or is invested in the property, or business developing the property, or
 - A person has worked for someone involved in the project over the past year, or
 - A person has a business that would directly benefit from the project, or
 - A person serves on the board of directors, corporate officer, or any other board overseeing the project, or
 - A person owes money to anyone involved in the project.
 5. Conflict of Interest as it relates to the Plan Amendment Process is also specifically addressed in Ordinance 030320-23 of the City Code.

Section 13-Liability

- a) RNCT incurs no liability in making recommendations to the Planning Commission and the City Council since a recommendation is not a legally enforceable decision. The RNCT has certain rights to initiate plan amendment cases; however, there are no liability issues with respect to such an action.