

UNIVERSITY HILLS NEIGHBORHOOD PLAN
CONTACT TEAM BYLAWS

Revised and adopted January 29, 2018

Section 1 – Definition

- A. The Neighborhood Plan Contact Team (NPCT) means the individuals designated by Section 4 of these bylaws to implement an adopted neighborhood plan. The neighborhood plan contact team is a separate body apart from any other existing or future neighborhood organization. The neighborhood plan contact team is a neighborhood organization that may qualify as an interested party for purposes of notice, appeal, and other processes if all other qualifications for interested party status are satisfied.
- B. This organization shall be known as the University Hills Neighborhood Plan Contact Team (UHNPT).

Section 2 – Roles & Responsibilities

- A. The role of the UHNPT shall be to review and make recommendations on all proposed amendments to the University Hills portion of the adopted University Hills/Windsor Park Neighborhood Plan and to support implementation of the plan.
- B. When appropriate, the UHNPT may decide to initiate a plan amendment (LDC 25-1-803).
- C. When appropriate, the UHNPT may give written approval to allow a plan amendment application for an individual property within the planning area to be filed out of cycle. (LDC 25-1-804)
- D. The members of the UHNPT shall serve as the community point of contact on matters related to neighborhood plan implementation and other City of Austin initiatives.
- E. It is also the responsibility of the UHNPT to work on behalf of all stakeholders in the neighborhood planning area and where appropriate may cooperate with adjoining neighborhood groups and contact teams on issues that may affect the University Hills neighborhood planning area, particularly with Windsor Park which shares the combined planning area with University Hills.

Section 3 – Boundaries

- A. The boundaries of the University Hills Neighborhood Plan Contact Team planning area are established by the University Hills/Windsor Park Neighborhood Plan adopted by the City Council of the City of Austin in August 2007 and are:
 - North: Highway 290 East
 - East: Ed Bluestein Blvd.
 - South: Little Walnut Creek from Ed Bluestein Blvd. to Manor Road, then south to Northeast Drive
 - West: Northeast Drive

Section 4 – Membership of the UHNPCT

- A. General membership of the University Hills Neighborhood Plan Contact Team shall to the greatest extent practicable include at least one representative from each of the following groups within the University Hills neighborhood planning area as defined in Section 3-A of the LDC 25-1-805:
 - 1) Property owners
 - 2) Residential renters
 - 3) Business owners
 - 4) Neighborhood organization members owning or renting property within the neighborhood plan area.
- B. Decision-making (voting) membership shall be granted to any member who:
 - 1) meets the criteria as outlined above in Section 4A and who has provided verification of qualification as outlined in Section 4A. Verification may be in the form of TCAD records, utility bill, current signed lease, voter registration card, driver's license, or other valid document identifying ownership or residence,
 - 2) is at least 18 years of age, and
 - 3) has attended a total of three of the last five UHNPCT meetings; members shall be able to participate in decision-making at the beginning of the fourth meeting.
- C. No member of the University Hills Neighborhood Plan Contact Team shall purport to represent the UHNPCT unless authorized to do so by the Contact Team Chair.
- D. A link through the City of Austin website to the adopted UHNPCT bylaws shall be made available to each member of the UHNPCT.

Section 5 – Removal of Members

- A. Voting membership shall automatically lapse, without notice, if any member no longer meets the membership criteria of Section 4-A and such person shall be removed from the UHNPCT membership roster.
- B. Decision making (voting) membership of any UHNPCT member shall automatically lapse, without notice, on the third successive absence unless there are extenuating circumstances that have been communicated to the UHNPCT Chair or Vice Chair.
- C. The Secretary shall make a notation in the minutes of each meeting of the names of individuals whose decision-making (voting) membership will lapse at the next scheduled meeting. The Secretary, within thirty (30) days shall communicate this information to the individuals whose membership is at risk of lapsing.
- D. No member of the UHNPCT shall misrepresent an official decision or position of the contact team to any city department, official, council member, planning commissioner, board member, staff member, or other representative of the city whether in the form of written material or oral testimony, nor shall any member of the UHNPCT amend or falsify contact team documents whether printed or digital that have been created as part of an exhibit in a neighborhood plan amendment case, and if found to have done so, that member shall immediately lose their voting privileges for a minimum of two years.

Section 6— Decision Making

- A. Decisions of the UHNPCT unless otherwise noted elsewhere in these bylaws shall be made by vote according to the following rules:
 - 1) Voting on any matter shall take place only when a quorum as defined in Section 7-H is present at the time of the vote;
 - 2) Majority rule;
 - 3) Any member who is eligible to vote as described under Subsection 4-B and who is present at the meeting may vote; and
 - 4) There shall be one vote per property owner regardless of the number of properties owned in the planning area.
 - 5) Proxy voting is not permitted.
- B. Votes shall be taken by voice vote, show of hands, or secret ballot.
- C. Names of eligible members participating in voting shall be noted in the minutes.

Section 7 – Meetings:

- A. Meetings of the UHNPCT shall be open to the public. Community stakeholders are invited to participate in the discussion of the matters at hand, but only eligible members of the UHNPCT, as defined under Subsection 4-B, are allowed to participate in decision-making.
- B. Meetings ordinarily shall be held on the third Monday of the month from 6:30 to 8:00 p.m. Meetings may be cancelled if there is no business before the UHNPCT. However, there shall be no fewer than two meetings per year.
- C. Unless otherwise noticed, all meetings shall be held at the University Hills Branch Library.
- D. Meetings may be held on an as-needed basis when an application to amend the University Hills/Windsor Park Neighborhood Plan has been submitted to the City of Austin.
- E. Special meetings of the UHNPCT may be called by the Chair or by two members of the executive committee.
- F. Meetings to elect officers
 - 1) The UHNPCT shall meet at least once per year to elect officers.
 - 2) Election of officers shall take place at the regular meeting in April or at the next regular meeting if the April meeting does not occur for any reason.
- G. Approved minutes of meetings and sign-in sheets, as a record of attendance, shall be kept for all meetings of the UHNPCT and shall be forwarded to the Planning and Zoning Department upon request.
- H. A quorum of the UHNPCT is met when fifty percent (50%) or more contact team members qualified to participate in decision making (voting) as tracked by the Secretary as per Section 4-B are present.

- I. Governance, decorum, and conduct
 - 1) Meeting discussions shall be conducted with special regard for a dialogue that is respectful and considerate of all persons in attendance.
 - 2) UHNPCT members and visitors shall take the floor at the direction of the meeting Chair and shall relinquish the floor when instructed to do so by the Chair.
 - 3) All UHNPCT members and visitors may participate in the discussion of agenda items, but only voting members of the UHNPCT as defined under Subsection 4-B shall be allowed to vote.

Section 8– Meeting Notification

- A. Meeting notification to voting and non-voting members shall be done through the following means as practicable:
 - 1) Direct notification of all Contact Team members including via in-person communication, e-mail, telephone, listserv, and/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. UHNPCT meetings shall be publicized in the neighborhood using reasonable means available, for example: notices posted to the University Hills Branch Library bulletin board, flyers, signs, newsletters, notices delivered to individual addresses, and/or neighborhood listserves.
- C. Notices of regular meetings shall be distributed not less than seven (7) days before the meeting date. Notices of specially called meetings shall be distributed not less than two (2) days before the meeting date.
- D. The meeting notice shall 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 Duties

- A. The officers of the UHNPCT shall be, at a minimum, the Chair, Vice-Chair, and Secretary.
- B. The duties of the officers are as follows:
 - 1) The Chair shall be responsible for:
 - a) the operation of the UHNPCT pursuant to these bylaws including preparing agendas, conducting meetings, determining when a quorum is present at meetings, representing UHNPCT at official functions, appointing committees, and generally overseeing the business of the UHNPCT;
 - b) coordinating with the City of Austin Planning & Zoning Department on Neighborhood Plan related issues and other city departments, as appropriate, on other planning area initiatives; and
 - c) producing in a timely manner all written communications as directed by the

executive committee or the UHNPCT, as a whole.

- 2) The Vice-Chair shall be responsible for:
 - a) assisting the Chair in preparing meeting agendas and conducting meetings; and
 - b) assuming all duties of the Chair in the absence of the Chair when required.
- 3) The Secretary shall be responsible for:
 - a) maintaining all written records as required by these bylaws;
 - b) submitting annually to the City of Austin Planning and Zoning Department a list of current officers, members eligible to vote and their contact information.
 - c) submitting annually 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.
 - d) taking minutes at UHNPCT meetings including attendance and status of each member and maintaining and making available approved minutes of all meetings of the UHNPCT.
 - e) noting in the minutes of each meeting the names of the individuals present at the meeting.
 - f) verifying membership eligibility as defined in Section 4, tracking membership attendance, and maintaining the membership contact list which includes the group category of the member and their voting status.
 - g) providing this list to the City of Austin Planning & Zoning Department.

Section 10 – Nominations, Elections, and Terms of Officers

- A. Election of officers shall be held at the regular April meeting.
- B. Nominations shall be open at the regular March meeting and shall remain open until the nominations close at the April meeting or at the next regular meeting should either the March or April meeting(s) not occur.
- C. Officers of the UHNPCT shall be elected using the decision-making process described under Section 6.
- D. All candidates must be qualified voting members in good standing of the UHNPCT as defined under Subsection 4.
- E. Candidates shall be listed in the agenda of the meeting at which the vote will occur.
- F. Elections shall be held for each office in the order listed in Section 9-A, and the names of the elected officers and the start dates of their terms shall be provided to the Planning and Zoning Department.

- G. In the case of no majority, a runoff between the top two candidates shall be held immediately.
- H. Terms of office shall be for one year. New officers shall assume office at the conclusion of the April meeting.

Section 11 - Removal and Vacancies of Officers

- 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 UHNPCT and shall require a two-thirds (2/3) vote of members eligible to vote and present at a meeting of the UHNPCT, providing a resolution proposing the consideration for the removal has been adopted at a preceding meeting and that notice of the vote for removal has been included in the call to the meeting at which the vote shall take place.
- B. In the event an officer vacancy occurs prior to the April meeting, nominations shall commence immediately and candidates shall be nominated from the floor and an election shall be held at the next regularly scheduled meeting following the vacancy. The person elected to the vacated office shall serve for the remainder of the term of office and must be eligible for voting membership as per Section 4 of these bylaws.

Section 12 - Executive Committee

- A. The executive committee shall be comprised of the officers of the UHNPCT.
- B. The executive committee shall be responsible for the management of the affairs of the UHNPCT. The duties shall include updating the annual membership list, holding UHNPCT meetings, conducting elections as called for in the by-laws, and representing the UHNPCT in communications with the City of Austin. It shall also act for the UHNPCT in matters specifically delegated to it. It may act for the UHNPCT between regular meetings on any matter determined urgent. Any such action shall be reported at the next meeting of the UHNPCT and none of its actions shall conflict with actions taken or policies formulated by the UHNPCT.

Section 13 - Committees

- A. The UHNPCT Chair may form, appoint, and dissolve standing and special committees to assist in conducting the business of the UHNPCT.
- B. Committees shall report to the UHNPCT at all regular meetings and these reports shall be entered into the minutes.
- C. Committees may be standing committees or ad hoc in nature.

Section 14 - Finances

- A. The UHNPCT may not collect or charge dues of its membership.
- B. The UHNPCT may only accept in-kind donations that aid in the prescribed roles and responsibilities of the UHNPCT as defined in Section 2.
- C. In-kind donations that create a conflict of interest (see Section 15) are not permitted.

Section 15 - Conflict of Interest

- A. If a voting member of the UHNPCT or their immediate family or business partner(s) has an interest in a development that requires a plan amendment, the voting member must follow these rules:
1. If a member has a *substantial interest* (see “Substantial interest” below) in a project, the member cannot participate in any decision or voting concerning the project, including the decision of the UHNPCT 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 & 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 voting or decision regarding that change is disallowed and members having such interest in a project may be asked to leave the meeting during discussion pertaining to that project.

Substantial interest means:

- A person owns at least a part of or is invested in the property, or in the business developing the property.
- If a person has worked for or received payment from 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, corporate officer, or any other board overseeing the project.
- If the person owes money to anyone involved in the project.

Section 16 - Amendments

- A. These bylaws of the UHNPCT may be amended by a two-thirds (2/3) majority vote of those voting members present at a UHNPCT 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. Proposed amendments may be submitted to the executive committee at any meeting.

Section 17 – Effective Date

- A. These bylaws of the University Hills Neighborhood Plan Contact Team shall become effective on January 29, 2018.

January 29, 2018 - amended and adopted
June 21, 2016 – amended and adopted
March 19, 2012 – amended and adopted
December 2, 2010 – amended and adopted
September 2007 – original bylaws adopted