

HANCOCK NEIGHBORHOOD ASSOCIATION BYLAWS

1. Name of Association

The name of this association shall be Hancock Neighborhood Association, also referred to as HNA. It shall be referred to herein as the "Association."

2. Boundaries

The boundaries of the Association are the west side of Interstate 35 to the east side of Duval Street and the north side of 32nd Street to the south side of 45th Street. This area shall be referred to herein as "Hancock."

3. Purpose

The purpose of the Association is to:

- Help foster a stronger sense of community, interaction and enjoyment among neighbors, businesses and organizations.
- Improve the safety and quality of life in Hancock.
- Address matters of interest to residents.
- Strengthen the influence Hancock residents have on governmental bodies and other entities in matters of interest to Hancock.
- Create stronger bonds and interact with Russell Lee Elementary School and other organizations within and surrounding the Association.

4. Legal Status

The Association is an unincorporated, nonprofit association, operating under the Uniform Nonprofit Association Act.

5. Procedures

General rules for Hancock Meetings will govern all public meetings. When the "General rules for Hancock Meetings" are not applicable then the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association.

General rules for Hancock Neighborhood Association meetings:

- All members will interact in a respectful manner in which they would want to be treated. Abusive or disrespectful behavior will receive one warning and then that person will be asked to leave or be removed by the presiding officer.
- Members will respectfully yield the floor to the person speaking and avoid disruptive side conversations. Members are asked to listen intently, whether they agree or not.
- Members are asked to keep comments relevant to the topic and to be as brief as possible.
- Attendees from outside the Association boundaries (public and press) shall respectfully observe and only interact when the presiding officer allows and after all members of the association have had their chance to speak.
- Socially distant meetings: Meetings are to be held when in-person meetings are not practical due to public health concerns, difficulty obtaining meeting space, or other factors out of the control of HNA members.
- Resolutions, motions and actions: All (non-time sensitive) resolutions, changes in bylaws or other voting actions are to be presented to the appropriate HNA committee to be reviewed

and discussed (In an open meeting announced 2 days in advance) before being presented to the members at large. If an appropriate committee cannot be identified, then it falls to the president and Executive Committee to create an ad-hoc committee or to review the matter with the Executive Committee before forwarding to the HNA at large.

6. Membership

Active membership in the Association is contingent upon payment of annual dues. Dues paid at any time during the year shall convey membership only until the end of that calendar year.

- Regular membership in the Association is open to all individuals aged 16 or older who reside within the boundaries of Hancock.
- Associate membership in the Association is open to all business owners and landlords whose property is located within the boundaries of Hancock but who do not reside within the Association boundaries themselves, and to any resident of the City of Austin who has an interest in the Association.

7. Dues

Dues shall be set by vote of the Association at a regular Association meeting. Dues shall not be prorated. Dues shall not be set at a level that would significantly limit participation of potential Association members.

8. Finances

The Association's fiscal year shall run from January 1 to December 31. The Association shall be financed by membership dues and fundraising. The Treasurer shall be authorized to pay bills of the Association. Individual expenditures greater than one hundred dollars (\$100) must be approved by the Executive Committee prior to payment and reported to the Association membership.

9. Officers

The following officers shall be elected at the first regular meeting of the Association of the fiscal year: President, Vice President, Secretary, and Treasurer. Officers shall take office immediately following the meeting. Officers shall serve without pay.

At the November meeting, the Membership and Talent Development Committee will present a slate of at least one candidate for each Executive Committee office. Nominations, including self-nominations, also may be submitted from the floor during the November meeting or electronically (via the Association listserv) prior to the meeting. Notice of the election shall be given at least one month prior to the election; notice shall include the time, place and nominees for officer.

Only regular members may hold Association office. Elected officials of political entities or subdivisions may not serve as Association officers.

Each officer shall perform the duties of the office, as follows:

- President: The President shall coordinate all activities of the Association. The President shall be in charge of the agenda and arrangements for all regular meetings. The President shall

preside over Association meetings, appoint members as the Central Austin Neighborhoods Planning Area Committee (CANPAC) representatives, assign duties to officers and members as required, and serve as the official representative for the Association. The President shall be responsible for receiving site plans and other zoning information at any time there is not a chairperson for the Zoning committee. The President shall be responsible for attending or ensuring that a designate attend all meetings of the Austin Neighborhoods Council or its successor.

- Vice President: The Vice President shall serve the Association in the absence of the President. The Vice President shall be responsible for notifying all members of meetings at least seven (7) days prior to the date of the meeting. The Vice President shall perform additional duties as assigned by the President.
- Secretary: The Secretary shall be responsible for keeping and organizing all records and documents, with the exception of fiscal records, for the Association. The Secretary is responsible for taking minutes at all Association meetings and posting minutes and voting results on Association website and/or list serve.
- Treasurer: The Treasurer shall be responsible for all monies and fiscal records of the Association. The Treasurer shall maintain a roster of the membership of the Association.

Any officer may be removed from office at any regular meeting of the Association by a vote of two-thirds ($\frac{2}{3}$) of the quorum, provided that notice of the proposed removal vote is furnished to the membership at least seven (7) days prior to the meeting.

10. Standing Committees

Standing committees are committees that operate on an ongoing basis to conduct the business of the Association. They may meet regularly, for a specific period of time or purpose, or on an as needed basis.

Each standing committee shall have a chairperson who is appointed by the Executive Committee and shall serve for one year and may be reappointed. Standing committee members can be appointed by the Executive Committee or chairperson.

Only active regular members may be a member of Association committees.

All standing committee meetings shall be open to active regular and associate members of the Association. Written notice of the time, location, and specific purpose for the committee meeting shall be distributed to all members at least two (2) days prior to the date of the meeting. The committee will make a report to the full membership, via the listserv, within seven (7) days of the meeting.

The following are standing committees of the Association:

- *Executive Committee*: The Association officers shall collectively serve as the Executive Committee. Executive Committee decisions shall be determined by a majority vote of the officers. The President of the Association shall serve as chairperson of the Executive Committee. The Executive Committee shall be empowered to conduct the business of the Association between membership meetings. It shall make recommendations for action and policy to the general membership. In case of necessity, it shall be empowered to determine policy positions by a majority vote of the committee, but such policy shall be in the name of "The Hancock Neighborhood Association Executive Committee." In the event of a vacancy in

any office, the Executive Committee shall appoint an active regular member to fill the vacant office until a new officer is elected by the membership.

- *Zoning and Development Committee:* The mission of the Zoning and Development Committee is to review development proposals and variance requests, taking into consideration the nature and characteristics of the neighborhood and consistency with the adopted neighborhood plan. Code compliance is the responsibility of Association members, who are encouraged to follow Zoning and Development Committee recommendations on how best to raise those concerns with the city or county.
- *Parks and Natural Environment Committee:* The mission of the Parks and Natural Environment Committee is to increase and preserve greenspace, protect natural resources such as our urban forest, and ensure the well-being of the Hancock Recreation Center and Hancock Golf Course.
- *Membership and Talent Development Committee:* The mission of the Membership and Talent Development Committee is to work with the general membership to enlarge the Association, encourage participation in Committees and events, to introduce new members, and to organize social events for the benefit of the membership. It is also responsible for identifying new leaders and ensuring a slate of at least one candidate for each Executive Committee office.
 - *The Membership and Talent Development Committee is a resource that meets with prospective candidates to inform them about officer duties and preferred candidate criteria*
 - *The committee does not recommend one candidate over another but shares with membership which candidates have been through its informational process*
- *Transportation Committee:* The mission of the Transportation committee is to review vehicular movement, bicycle and pedestrian safety, throughout the neighborhood, and update the Association on transportation issues that impact Hancock.

11. Ad Hoc Committees

Ad hoc committees shall be established and appointed by the Executive Committee, as necessary to the business of the Association. An ad hoc committee shall disband when its mission is completed. In the event that an ad hoc committee is still in existence at the end of the calendar year, it shall cease to exist unless it is reappointed by the Executive Committee.

All ad hoc committee meetings shall be open to active regular and associate members of the Association. Written notice of the time, location, and specific purpose for the committee meeting shall be distributed to all members at least two (2) days prior to the date of the meeting. The committee will make a report to the full membership, via the listserv, within seven (7) days of the meeting.

12. Regular Meetings

Regular meetings of the Association shall be held on the third Wednesday of odd numbered months. The time and location for the meetings shall be set by the Executive Committee. A quorum for a regular, or special call meeting, of the Association shall be at least ten regular members. A quorum is necessary for the transaction of any Association business.

- Meetings shall be announced on the Association website, by signs, email or any method reasonably calculated to inform the membership and Hancock residents.
- Agenda items for regular meetings shall be submitted to an officer at least one week prior to a regular meeting. Only regular members may introduce motions for consideration by the Association. Emergency items will be considered at a regular meeting if a majority of the quorum so votes. Notices and agendas for regular meetings shall be posted one week prior to the date of the meeting.
- Members shall be allowed to participate in regular meetings remotely via teleconference, video conference, or online meeting technology. Regular meetings shall remain open to the public and press.

13. Special Meetings

Special meetings may be called by the President, by written request of any two officers, or by written request of at least ten percent of the Association membership. A quorum for a special meeting of the Association shall be at least ten regular members. A quorum is necessary for the transaction of any Association business. Only business specified in the call may be transacted.

Written notice of the time, location, and specific purpose for the special meeting shall be distributed to all members at least five days prior to the date of the special meeting.

No special meeting can be conducted without a quorum of the regular membership of the Association.

14. Voting

An affirmative vote of more than one half ($\frac{1}{2}$) of the quorum shall be binding on the Association with the exception that an affirmative vote of two-thirds ($\frac{2}{3}$) of the quorum is required to amend these bylaws or to remove an officer from office.

Voting shall be by voice vote, secret ballot or a show of hands (or chat) at the discretion of the presiding officer. Voting for Association officers shall be by secret ballot or acclamation.

Votes will be counted by the Executive Committee and will be done via appropriate and acceptable standards (varies by platform) that document each vote. Voice votes will not be taken during remote meetings unless by consent, with no votes against.

15. Political Activity

The Association shall not endorse any candidate for any political office. Candidates for political office may attend, upon invitation, regular meetings of the Association or candidate forums sponsored by the Association provided all candidates for the position also receive equal opportunity to address the meeting. The Association may endorse referenda and Constitutional amendments and may take official positions on any issue related to the Association's purposes upon approval of a majority of the quorum present at a meeting.

16. Equal Opportunity Statement

The Association shall be open to all eligible persons regardless of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation,

marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

17. Amendments to Bylaws

These articles may be amended by a two-thirds ($\frac{2}{3}$) vote of regular members present at any regular meeting, provided that a notice has been given to the membership at a previous meeting.

18. Dissolution

In the event that the Association dissolves, any remaining assets shall be disbursed to the Hancock Recreation Center.