

BY-LAWS FOR THE RICHMOND ANNEX
NEIGHBORHOOD COUNCIL

ARTICLE I - NAME

Section 1. The name of this organization shall be the Richmond Annex Neighborhood Council.*

ARTICLE II - BOUNDARIES

Section 1. The boundaries of this Council shall be Carlos, San Pablo, San Jose and San Luis Avenue east of the freeway, and Bayview, San Joaquin, Jacuzzi, Central, and shoreline west of the freeway.

ARTICLE III - PURPOSE

- Section 1. The purpose of this Council shall be to serve the people in their neighborhoods and community, on a non-partisan, non-commercial basis as follows:
- (a) To help residents determine the important needs and problems of the neighborhood and community by providing a place where ideas and information can be exchanged, problems studied, and action planned.
 - (b) To promote a spirit of neighborliness, mutual respect and good-will among all the residents of the neighborhood.
 - (c) To maintain and improve the physical and cultural standards and facilities of the neighborhood.
 - (d) To interest citizens in an understanding of the whole community and to develop a willingness to participate as leaders or in sharing responsibilities.
 - (e) To provide the machinery through which people of the area can speak out in its behalf, and be heard beyond its boundaries in calling attention to neighborhood problems, and be able to cooperate with other neighborhood councils.
 - (f) To serve as a channel through which plans and projects of area-wide public and voluntary bodies can be understood and supported by or adapted to the neighborhood.

*Hereinafter referred to as "Council".

ARTICLE IV - MEMBERSHIP

- Section 1. Membership shall be open to all residents and property owners of the area and to those individuals with established business interests in the area. A majority of the membership of the Council shall be residents of the neighborhood.
- Section 2. Non-profit organizations, public or private, which are providing health, welfare, recreational, educational, religious, civic or other public services in the area may also be invited to become members and may have one representative. The professional staff member designated by the City may assist and may be an ex-officio member of the organization without vote.
- Section 3. An applicant for membership shall complete a simple form, giving name, address, telephone number and organization represented, if any. The application shall bear a statement of the Council's purpose and the signing of the form shall constitute acceptance of the stated purpose of the Council.
- Section 4. Each representative or individual member shall have one vote upon any motion before the Council.

ARTICLE V - EXECUTIVE BOARD

- Section 1. Number and manner of selection. The Executive Board shall consist of the Officers and two members-at-large. No more than two can be non-residents of the neighborhood.
- Section 2. Term of Office. Each Board member shall serve for a term of two years or until his successor has been elected and qualified. No Board member may serve more than two consecutive terms in the same capacity.
- Section 3. Qualifications. To serve on the Executive Board, a resident shall have been an active member for at least one year. No person shall be elected as an Officer or member of the Board of this Council unless he is a voting member of the Council.
- Section 4. Ex-Officio Member. The staff member from City Hall shall be a member of the Board, without vote. The immediate Past President shall act as an advisor to the executive board and provide such assistance as requested by the President.

*Maximum number of area representatives should not exceed ten.

Section 5. Vacancies. Any vacancy occurring in the Board by reason of the resignation, death, or disqualification of an officer or elected member may be filled by the preceding Executive Board member until the next election, by a majority vote of the remaining members of the Executive Board. Three unexcused absences from regular Board meetings of any member shall be deemed a resignation.

Section 6. Powers and Duties. The Executive Board shall have full charge of the property and business of the Council, with full power and authority to manage and conduct same, subject to the instructions of the general membership. It shall plan and direct the work necessary to carry out the purposes of the Council. The Board shall require regular reports from committees appointed.

ARTICLE VI - OFFICERS

Section 1. Enumeration and Election. The Officers of this organization shall be a president, first vice-president, second-vice president, a secretary, and a treasurer. The Officers shall be elected for a two year term. No Officers may serve more than two consecutive terms in the same capacity.

Section 2. Duties of Officers.

- (a) President - The President shall preside at all Executive Board and membership meetings; appoint committees with the approval of the Executive Board, and call special meetings of the membership and Executive Board as required.
- (b) First Vice-President - The First Vice-President shall perform the duties of the President in the event of his absence, resignation, or inability to perform his duties.
- (c) Second Vice-President - The second Vice-President shall serve as membership chairperson.
- (d) Secretary - The Secretary shall keep minutes of all membership and Executive Board meetings and have custody of the records and minutes of the organization; shall give notice of all meetings of the membership and Executive Board; shall carry on the official correspondence of the organization.
- (e) Treasurer - The Treasurer shall have responsibility for the custody of all funds of the organizations, and expend same upon the direction of the Executive Board. The Treasurer shall prepare the quarterly financial statements for the membership.

ARTICLE VII - NOMINATIONS AND ELECTIONS

- Section 1. Nominating Committee. The Nominating Committee shall consist of five members, who serve for a one-year term, two of whom shall be members of the Executive Board. Two months prior to the election meetings, nominations for officers and Executive Board members, may be sent to this committee by any voting member.
- Section 2. Report of the Nominating Committee and Nominations from the floor. The report of the Nominating Committee for Officers, shall be presented to all members one month before the date of the Election Meeting. The report of the Nominating Committee shall be presented to the Election Meeting. Immediately following the presentation of this report, nominations may be made from the floor by any voting member provided the consent of the nominee shall have been secured.
- Section 3. Elections. The election shall be by ballot, provided that when there is but one nominee for each office, the Secretary may be instructed to cast the ballot for every nominee. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted. In the event of a tie, the President shall cast the deciding vote. A member must be in good standing in order. Annual dues must be paid to be eligible to vote and member must be present at the meeting.

ARTICLE VIII - MEETINGS AND QUORUMS

Section 1. Membership Meeting

- (a) General meetings of the Council will be held within the Council area, at least once per calendar quarter, at the time and place fixed by resolution of the Governing Board. Membership meetings shall be called by the majority of the Executive Board when needed.
- (b) There shall be five (5) days notice for all membership meetings.
- (c) A quorum for membership meetings shall consist of fifteen (15) members.
- (d) Special membership meetings may be called by the President, upon approval of a majority of the Executive Board or upon request of ten members, in writing, to the President.

Section 2. Election Meeting.

- (a) The Election Meeting shall be held during the month of April, the exact date to be determined by the Executive Board. The membership shall receive fourteen (14) days notice of the Election Meeting date.
- (b) The main order of business of the Election Meeting shall be:
 - (1) Election of Officers.
 - (2) Reports of activities of the past year.
 - (3) Transact such other business as may properly come before it.
- (c) A quorum for the Election Meeting shall consist of fifteen (15) members.

Section 3. Executive Board Meetings.

- (a) The Executive Board shall meet at least a minimum of four times a year, upon (5) days' notice, unless the meeting is cancelled upon the request of a majority of the Executive Board.
- (b) A majority of the Executive Board membership shall constitute a quorum for Executive Board meetings.
- (c) The President may call special meetings of the Executive Board and shall call a special meeting upon request of three (3) members of the Board.

Section 4. Committee Meetings.

- (a) Committees shall meet as often as deemed necessary to do their work, upon call of their chairperson, or as directed by the membership or by the Executive Board. The committees shall be responsible for their own letters.
- (b) A majority of any committee membership shall constitute a quorum.

ARTICLE IX - FINANCIAL ADMINISTRATION

- Section 1. Fiscal Year. The fiscal year of the Council shall be on the first day of April in each year.

- Section 2. Dues. Annual dues shall be payable to the Council. The amount of dues shall be established by a majority vote of the Council.
- Section 3. Funds. Funds shall be disbursed by checks signed by two (2) officers of the Council.
- Section 4. A quarterly financial statement shall be presented to the membership at their regular meetings and an annual report shall be presented at the Election Meeting.

ARTICLE X - AMENDMENTS

- Section 1. Amendments. These By-Laws may be amended by a two-thirds vote of the voting members present and voting, at any Membership Meeting, provided the amendments were submitted to the membership in writing at least one month in advance of the meeting.

ARTICLE XI - RULES OF ORDER

- Section 1. The rules of parliamentary procedure comprised in Roberts Rules of Order Revised, shall govern this organization in the transaction of all business not otherwise herein provided.

ADOPTED: February 26, 1987