

Rosewood Neighborhood Contact Team Bylaws

Section 1- Name

- A. This organization shall be known as the Rosewood Neighborhood Contact Team (RNCT). The purpose of the definition is to define who the contact team is and that they are separate from any established or future neighborhood association, as required by LDC 25-1-801.

Section 2- Statement of Purpose

- A. The purposes of the Rosewood NCT shall be to:
- 1) Review and make recommendations to the City of Austin and/or any other regulatory bodies on all proposed amendments to the Rosewood Neighborhood Plan;
 - 2) To improve communication and support between and among Residents, Businesses and Property Owners in Rosewood;
 - 3) When appropriate the RNCT may initiate a plan amendment; 4) When appropriate the RNCT may give written approval to allow a plan amendment application for an individual property within the planning area to be filed out of cycle.
 - 5) Develop a Community Housing Development Corporation arm to preserve and foster predominantly single family housing within the Rosewood Neighborhood Plan Area;
 - 6) Serve as a clearinghouse of information on housing and community development for all active Neighborhood Association presidents and other Rosewood Plan Area residents;
 - 7) Track the ongoing implementation of the recommendations/action items in the Rosewood Neighborhood Plan;
 - 8) To advocate for the affordability of housing in Rosewood;
 - 9) To advocate for preserving the historic, ethnic, and cultural character of the neighborhoods of Rosewood; and
 - 10) 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

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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 RNCT shall to the greatest extent practicable include at least one representative from each of the following groups within the neighborhood planning area:
RNCT
 - 1. Property owners
 - 2. Residential renters
 - 3. Business owners
 - 4. Neighborhood organization members owning or renting property within the neighborhood plan area
- B. No member shall purport to represent the [Contact Team name] unless authorized to do so by the Contact Team Chair.
- C. 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.
- D. There shall be no limit to the number of RNCT members.
- E. 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.
- F. Each voting member is allowed only one vote.
- G. A copy shall reach the City of Austin Neighborhood Planning and Zoning Department by December 31 of each calendar year.
- H. The adopted Rosewood RNCT bylaws are available to all members and non-members on the RNCT web site.

Section 5-Removal of Members from the RNCT

- A. Any RNCT member who no longer meets the membership criteria of Section 4A shall be removed from the RNCT.
- B. An individual's membership on the RNCT shall lapse on the third successive absence unless there are extenuating circumstances that have been communicated to the RNCT Chair.
- C. The Secretary will make a notation in the minutes of each meeting of the names of the individuals whose membership will lapse at the next scheduled meeting. The Secretary shall communicate this information to the individuals whose membership is at risk of lapsing within 30 days.

Section 6— Decision Making

- A) Decision Making Method. Decisions of the RNCT will be made by a vote, according to the following rules:
 - a) Majority rule;
 - b) Any member who is present at the meeting and eligible to vote as described under Subsection 6.B, Eligibility, gets to vote; and
 - c) One vote per property owner regardless of the number of properties owned in the planning area.
- B) Eligibility. The ability to participate in decision making shall be granted to any member who: 1) meets the membership criteria as outlined in Section 4; 2) has attended a total of 2 RNCT meetings (Members shall be able to participate in decision-making at the beginning of the 3rd meeting); and 3) is at least 18

years of age.

- C. Quorum. A quorum of eligible members must be present in order to make a decision at an RNCT meeting. A quorum is established when at least [minimum percentage] of eligible decision making members, as defined under Subsection 6.B., are present.
- D. The names of eligible members participating in decision making shall be noted in the minutes.

Section 7-Meetings

- A) Meetings of the RNCT 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 NPCT, as defined under Subsection 6.B, are allowed to participate in decision-making.
- B) Meetings shall be held biannually From 6:00 pm until 9:30 pm.
- C) Unless otherwise noticed all meetings will be held at the location noted on the agenda.
- D) Meetings can be held on an as-needed basis when an application to amend the Rosewood Neighborhood Plan has been submitted to the City of Austin.
- E) Special meetings of the RNCT may be called by an elected officer with the consent of at least one additional member.
- F) The RNCT shall meet at least (once per year) to elect officers.
- 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 Planning and Zoning Department upon request.
- H) Meeting discussions will be conducted in a conversational format with special regard for a dialogue that is respectful and considerate of all members in attendance.
- I) Members may be allowed to participate in meetings remotely via teleconference, video conference, or on-line meeting technology.

Section 8—Meeting Notification

- A. At a minimum, meeting notification will be publicized through: a. Direct notification of all Contact Team members (including voting and nonvoting) via e-mail, phone, listserve, or Contact Team website; b. The meeting schedule shall be described in the Community Registry entry for the Contact Team; and c. Meeting notification shall be provided to City staff for dissemination to the general public through a centralized Contact Team website, or other means.
- B. All meetings will also be publicized in the neighborhood using whatever reasonable means are available, for example: flyers, signs, newsletters, and/or neighborhood listserves.
- C. Notices of regular meetings shall be distributed not less than [number of] days before the meeting date. Notices of specially called meetings must be distributed not less than [number of] days before the meeting date.
- D. The meeting notice will 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 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. Duties of the officers are as follows:

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1. The Chair shall be responsible for the operation of the [Contact Team name] NPCT 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 [Contact Team name] NPCT. The Chair shall have the primary responsibility for coordinating with the City of Austin planners on Neighborhood Plan related issues.
2. The Vice-Chair shall 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 in Section 5C of these by-laws. The Secretary shall produce all written communications as directed by the Chair or the NPCT membership.
4. The Secretary shall submit annually to the City of Austin Planning and Zoning Department a list of the current officers and members eligible to vote and the contact information.
5. The Secretary shall annually submit 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.

Section 10-Nomination, Election, and Term of Officers

- A. Officers will be elected by the [Contact Team name] NPCT using the decision making process described under Section 6. All candidates must be eligible members of the [Contact Team name] NPCT as defined under Subsection 6.
- B. Candidates must be listed in the agenda of the meeting at which the vote will occur.
- C. Officer terms shall be for [number of] years not to exceed [number of] consecutive terms.
- D. The Secretary will notify the 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 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 RNCT and shall require (a two-thirds vote) of members eligible to vote and present at a meeting of the RNCT, providing that a resolution proposing the consideration of 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. 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.
- C. 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.
- D. Any officer can be removed by a 2/3 majority of the voting members at a regularly scheduled meeting.

Section 12—Executive Committee

- A. The executive committee shall be composed of the officers of the RNCT.
- B. The executive committee of the RNCT will serve to conduct urgent business and a full report delivered to the whole RNCT at the following meeting.

Section 13-Committees

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- A. The RNCT Chair may appoint standing committees to help conduct the business of the RNCT.
- B. Committees shall report to the RNCT and these reports shall be entered into the minutes or meeting summaries.
- C. Committees can be standing or ad-hoc in nature.

Section 14—Finances

- A. The RNCT may not collect or charge dues of its membership.
- B. The RNCT may only accept in-kind donations that aid in the prescribed roles and responsibilities of the RNCT 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 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 means any of the following:
 - 1. A person owns at least a part of or is invested in the property, or business developing the property, or
 - 2. A person has worked for someone involved in the project over the past year, or
 - 3. A person has a business that would directly benefit from the project, or
 - 4. A person serves on the board of directors, corporate officer, or any other board overseeing the project, or
 - 5. A person owes money to anyone involved in the project.

Section 16—Amendments

- A. These bylaws may be amended by a (two-thirds majority vote) of those present at a RNCT 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.

Section 17—Effective Date

- A. These bylaws of the RNCT shall become effective on the date immediately following the meeting of adoption.

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Section 18-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.

Section 19-Amendments to date

- A. Sections 2 – 5, 7 and 11 were reviewed and revised at the Oct. 20, 2011 meeting.
- B. Sections 1-5 were reviewed and voted on at the Oct 2, 2007 meeting,
- C. Sections 6 on at the Nov. 17, 2007 meeting.
- D. Sections 1 – 19 reviewed and revised at the August 15, 2017 meeting.