

RESOLUTION

Be it resolved that the Board of Neighborhood Commissioners creates the following policy:

Bylaw Table of Contents

WHEREAS, Neighborhood Councils were required during the certification process to write and submit bylaws per Section 906 (a) Article IX of the City Charter and Article III of the Plan for a Citywide System of Neighborhood Councils;

WHEREAS, the failure to follow a uniform table of contents during the certification process and the subsequent amendment of Neighborhood Council bylaws has resulted in bylaws that include duplicate language, inconsistent language, or Neighborhood Councils have missed including bylaw provisions that would assist with their operations;

WHEREAS, the implementation of a uniform table of contents for the Citywide system of Neighborhood Councils would assist Neighborhood Councils in considering the relevant bylaw provisions that should be considered when creating bylaws and allow Neighborhood Councils to include bylaw provisions that will increase their effectiveness and ability to self govern;

WHEREAS, the implementation of a uniform table of contents for Neighborhood Councils would increase the efficiencies of the Department of Neighborhood Empowerment in working with Neighborhood Councils while still providing Neighborhood Councils the ability to account for their unique individual characteristics; and

WHEREAS Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "shall be responsible for policy setting and policy oversight ...and the promulgation of rules and regulations but not be responsible for day-to-day management."

NOW, THEREFORE, IT BE RESOLVED that the Board of Neighborhood Commissioners (Commission) establishes a policy to set out the Bylaw Table of Contents.

POLICY NUMBER:

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| 2010-03 |
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1. The Commission hereby adopts and approves the "Bylaw Table of Contents" attached as Appendix "1" to this Resolution. The Bylaw Table of Contents shall be included and incorporated into the bylaws for each Neighborhood Council. Neighborhood Councils shall be required to amend their bylaws to conform to the order listed in the Bylaw Table of Contents.

Resolution:
Bylaw Table of Contents

2. Neighborhood Councils shall be required to incorporate the Bylaw Table of Contents into their bylaws through their amendment process within six (6) months from the date of the adoption of this resolution. For those Neighborhood Councils that fail to include the Bylaw Table of Contents within six (6) months, their bylaws shall be deemed amended to include the Bylaw Table of Contents and their existing bylaw provisions shall be re-ordered in compliance with the Bylaw Table of Content.

3. The Neighborhood Councils are encouraged to also critically review and discuss their bylaws language while implementing the Bylaw Table of Contents and to make any necessary language changes in order to increase the effectiveness of their bylaws. Bylaw provisions shall comply with the City Charter, Plan for a Citywide System of Neighborhood Councils and all Commission and Department policies.

This policy is effective immediately upon adoption.

Moved by: Karen E. Mack
Member, Board of Neighborhood Commissioners

Seconded by: [Signature]
Member, Board of Neighborhood Commissioners

Witnessed by: [Signature]
Staff, Department of Neighborhood Empowerment

VOTES:

Ayes: 5

Nays: 0

DATE: 10/5/10

Appendix 1 - Bylaws Table of Contents

Article I NAME

Article II PURPOSE

Article III BOUNDARIES

Section 1: Boundary Description

Section 2: Internal Boundaries

Article IV STAKEHOLDER

Article V GOVERNING BOARD

Section 1: Composition

Section 2: Quorum

Section 3: Official Actions

Section 4: Terms and Term Limits

Section 5: Duties and Powers

Section 6: Vacancies

Section 7: Absences

Section 8: Censure

Section 9: Removal

Section 10: Resignation

Section 11: Community Outreach

Article VI OFFICERS

Section 1: Officers of the Board

Section 2: Duties and Powers

Section 3: Selection of Officers

Section 4: Officer Terms

Article VII COMMITTEES AND THEIR DUTIES

Section 1: Standing

Section 2: Ad Hoc

Section 3: Committee Creation and Authorization

Article VIII MEETINGS

Section 1: Meeting Time and Place

Section 2: Agenda Setting

Section 3: Notifications/Postings

Section 4: Reconsideration

Article IX FINANCES

Article X ELECTIONS

Section 1: Administration of Election

Section 2: Governing Board Structure and Voting

Section 3: Minimum Voting Age

Section 4: Method of Verifying Stakeholder Status

Section 5: Restrictions on Candidates Running for Multiple Seats

Section 6: Other Election Related Language

Article XI GRIEVANCE PROCESS

Article XII PARLIAMENTARY AUTHORITY

Article XIII AMENDMENTS

Article XIV COMPLIANCE

Section 1: Code of Civility

Section 2: Training

Section 3: Self Assessment

ATTACHMENT A – Map of Neighborhood Council

ATTACHMENT B - Governing Board Structure and Voting

