



Neighborhood and Community Engagement Commission

Agenda Item: _____

Advisory Information

Title: **Guide for Neighborhood Bylaws**

Action Discussion Informational

Date: February 19, 2014

Prepared By: Robert Thompson

Attachments: Draft Guide on Neighborhood Bylaws

Requested Action

NCR is requesting review and feedback on the attached draft Guide on Neighborhood Bylaws.

Background

The NCR regularly reviews neighborhood organization bylaws to ensure compliance with the Community Participation Program Guidelines, and also at the request of neighborhood organizations when generally revising bylaws.

Discussion

Bylaws are an essential governing document for all neighborhood organizations, and often contain provisions central to their recognition as neighborhood organizations. These provisions include:

- Geography served by the organization;
- Membership eligibility;
- Membership rights;
- Board make up;
- Annual meetings and voting;
- Committee structure and participation;
- Books and records;
- Indemnification
- Grievance procedures.

Recommendations

Review, discuss, and provide feedback to NCR staff for revision. This document may also be reviewed by City attorneys and outside legal counsel.