

CLARKES-HIGHLAND NEIGHBORHOOD ASSOCIATION

CONSTITUTION AND BYLAWS

ARTICLE I

NAME Clarkes-Highland Neighborhood Association

This is a non-profit organization.

ARTICLE II

PURPOSE
AND/OR
GOAL

- A. To bring together persons who share a common concern for the neighborhood's interest and environment.
- B. To inform citizens in the community on all proposed developments or changes in land use that could or would affect the area through public meetings.
- C. To organize the citizens in the area to establish their own policies for realistic land use, such as zoning, conditional use permits, agricultural, residential and/or industrial development.
- D. To provide the community with a vehicle for establishing an organized two-way communications channel with public agencies and governmental organizations.
- E. To aid the community in preserving and enhancing the existing natural environment.
- F. To advise the County Engineering Department on neighborhood traffic and law enforcement problems and suggest solutions for these problems.

ARTICLE III

MEMBERSHIP A member must be:

- A. A resident of the recognized area; or
- B. Property owner within the community area; or
- C. A designated representative of a business corporation, or trust within the area.

BOUNDARY See Exhibit "A" attached hereto and by this reference is made a part hereof.

ARTICLE V

VOTING To vote in any election or on any item, a member must:

- A. Comply with the membership qualifications;
- B. Be of legal voting age;
- C. Have had registered at one previous meeting during the past twelve months (meeting register will be checked);
- D. Be a registered member on the rolls of Clarkes-Highland Neighborhood Association.
- E. Action of the CPO shall be by a majority vote of the membership present at any regular or special meeting at which a quorum is present. The results of the voting shall be reported numerically and become part of the minutes.

In cases where deadlines preclude action at a regular or special meeting, the CPO may delegate responsibility for taking action to their board, provided that the action is ratified by the CPO.

ARTICLE VI

QUORUM Membership meeting quorum shall consist of five voting members, of which two are officers.

ARTICLE VII

ELECTIONS Officers shall be elected at the first organizational meeting and in February of each year thereafter. The elected officers will take office the following March 1.

ARTICLE VIII

MEETINGS A. Meetings will be conducted in a businesslike manner and according to recognized parliamentary procedures (Roberts' Rules of Order).

- B. Minutes shall be kept and will be available for inspection.
- C. Regular meetings will be scheduled for the first Wednesday of each month unless otherwise advised.
- D. Community will be notified in advance of the regular meetings via the local newspaper.
- E. Special meetings may be called by the officers of the organization under special circumstances. Special meetings shall be open to all interested members and shall be called by the president or two officers.

ARTICLE IX

The following officers will be elected:

- A. President: Is a member of the organization and presides at all membership meetings. May represent the community in all conferences or activities involving intra-organizational planning and coordinating.
- B. Vice-President: Presides over meetings during the absence of the President. Is a member of the organization and works with the President and other members of the organization on intra-organizational planning and coordinating. Shall direct the activities of all committees and see to it that the organizational actions are carried out.
- C. Secretary-Treasurer: Keeps minutes and attendance records of all membership and committee meetings. Keeps a file on all correspondence and records available for public inspection and review in compliance with State Public Access Law. Will serve as treasurer, as needed, by recording funds, if any, and reporting same to organization.

ARTICLE X

BOARD OF DIRECTORS

Composition and Responsibilities:

- A. The Board of Directors shall consist of the three elected officers and five members, area representatives, appointed by the elected officers.

whenever it is not practical for a matter to await consideration at the next general membership meeting. If the Board acts for the group, such action shall be reported to the membership at the next regularly scheduled general meeting. Board of Directors' action may be had by a telephone poll of the Board members by the President and shall be by majority vote of the entire Board.

ARTICLE XI

AREA REPRESENTATIVES

- A. There shall be five or more area representatives who shall be members of the organization and their assignment will be worked out by the organization.

ARTICLE

TERM OF OFFICE

- A. The President's term of office will be for one year.
- B. The Vice-President's term of office will be for one year.
- C. The Secretary-Treasurer's term of office will be for one year.
- D. The area representatives shall serve for one year.
- E. The Board of Directors term of office shall be for one year.

ARTICLE XIII

VACANCIES

Vacancies on the Board shall be filled by appointment of the Board of Directors and ratification of the general membership until the next regular election.

ARTICLE

AMENDMENT PROCEDURES

Bylaws may be amended by a two-thirds majority vote of the membership at a regular meeting at which a quorum is present, provided:

- A. That the proposed amendment has been read and approved at a previous regular meeting; and
- B. That the proposed amendment has been published in the minutes prior to adoption of the amendment at the following meeting.