

Tower Vista Neighborhood Association

Bylaws (01/01/2004)

Article 1. Name and Purpose

Section 1. The name of this Association will be the Tower Vista Neighborhood Association (TVNA).

Section 2. The purpose of the TVNA will be exclusively social and civic; to promote, coordinate and implement all aspects of community planning through neighborhood participation and advice to the City Commission, the Planning Commission and other planning and advisory bodies; to provide a vehicle for maximum citizen participation and representation in promoting the livability and environment of the neighborhood; to participate together in their mutual interest and to promote and coordinate communication between its members and between other neighborhood associations and City government, all of which will not be for a profit.

This association will be nonpartisan and will assist in the dissemination of information on all matters affecting the growth and development of the TVNA.

Section 3. The TVNA will comply with all applicable Federal, State and local laws and regulations.

Article II. Boundaries and Membership

Section 1. The area served by the association will include the following boundaries: Begin at the corner of Partlow Road, proceed west to Spring Valley turn right and proceed north to Tower Crest, turn right on Tower Crest, follow to Boynton, turn right onto Boynton, follow to Highland Drive, turn left on Central Point and return to the beginning point on Partlow Road (See an attached map.)

Section 2. All persons of voting age who reside, own property, or operate a business, or any others who show cause or interest in the area described above in Article II. Section I, will be eligible for membership.

Section 3. There will be no dues or other requirements imposed which would in any way prevent any person who meets the description above in Article II. Section 2. From becoming or remaining a member of TVNA. Contributions from contracts, grants and advertisements from the neighborhood newsletter may be used as sources of neighborhood association income.

Section 4. The privileges and responsibilities of membership are to:

- a.) Participate in a civil mature manner related to all business conducted by the association.
- b.) Attend meetings and address issues which are being considered by the city and TVNA.
- c.) Vote on motions placed before the membership at general membership, steering and special meetings. Participate in the election of officers and run for any office of the TVNA.

Article III. Accountability and Grievances

Section 1. The TVNA will be accountable to the people of the TVNA (defined by the above boundaries in Article II, Section 1.) The TVNA will provide notification to the neighborhood about meetings, elections, notices and actions taken on issues and other pertinent events as specified in these bylaws.

Section 2. The TVNA and its elected officers will through a regular and orderly process seek the views of the residents affected by proposed policies or actions before adopting any recommendations,

Section 3. Dissenting views on any issue considered by the TVNA will, upon written request by any member, be transmitted, along with any recommendations submitted for governmental review. Resolution of any

grievances concerning the activities, policies or recommendations of the association will be determined by majority vote of the members present at TVNA's meeting during which the grievance is scheduled for resolution. Both grievances and dissenting views will be noted in the minutes.

- Section 4. The names, addresses and telephone numbers of the chief officers will be filed with the appropriate governmental agencies responsible for notifying neighborhood associations of matters, which affect them. The TVNA will undertake to keep this listing correct.

Article IV. Steering Committee and Quorum

- Section 1. There will be a steering committee composed of one (1) elected officer currently serving and a minimum of one (1) and maximum of three (5) members elected at large.
- Section 2. Members-at-large of the Steering Committee will be elected by the membership at the annual meeting of the association.
- Section 3. Any member of the Steering Committee who misses three (3) consecutive meetings without valid excuse will be deemed to have vacated his or her office. Any member who misses five (5) consecutive meetings even though with valid excuse, will be contacted to determine his or her continuing interest.
- Section 4. When a vacancy occurs, the Steering Committee may make a temporary appointment to serve until the next general election.

- Section 5. The duties of the Steering Committee will be to:

- a.) Co-ordinate all activities of the association by acting as its spokesperson through review, discussion and by referring issues for a vote by the membership. Members of the Steering Committee will make regular reports to the membership at general meetings, concerning all activities of the Steering Committee.
- b.) Investigate thoroughly and keep the membership informed about issues of concern to the association and neighborhood.
- c.) Facilitate the above purposes, each member-at-large of the Steering Committee may act as chairperson for one or more of the standing committees.
- d.) Serve as a standing committee.
- e.) The established standing committees will be as follows:
 - 1. Transportation
 - 1.1. Transportation, Automobile, Bicycle
 - 1.2. Pedestrian and Disabled barriers
 - 2. Land Use
 - 2.1. Comprehensive Planning and Land Use
 - 2.2. Neighborhood History
 - 2.3. Housing and Care Facilities
 - 2.4. Recreation, Parks and Landscape
 - 3. Civic
 - 3.1. Crime Prevention/Safety
 - 3.2. Fire Prevention/Safety
 - 4. Community
 - 4.1. Membership Activities
 - 4.2. Newsletter
 - 4.3. Social Organizations

- f.) Changes in title and/or activities of standing committees may occur by a vote of the Steering Committee.

Section 6. Three (3) members present at any regularly scheduled Steering Committee of the TVNA will constitute a quorum. During the first year or in the year following inactivity, (2) members will constitute a quorum.

Section 7. Those persons attending a regularly scheduled general meeting of the TVNA will constitute a quorum.

Article V. Officers

Section 1. Officers will be elected at the annual meeting for terms of two years and will perform the following duties:

- a.) CHAIRMAN - Presides at all general meetings of the membership and meetings of the Steering Committee; serves as an ex officio member on all committees; performs other duties as delegated by the Steering Committee. The Chairperson will be an authorized signatory in the absence of the Treasurer.
- b.) VICE-PRESIDENT - Performs the duties of the Chairperson in his or her absence; serves as Chairman of the steering committee, performs other duties as shall be delegated by the Steering Committee.
- c.) SECRETARY – Records minutes of all general meetings and steering Committee meetings, provides copies of the minutes to each member at the general meeting and a summary of the minutes in the TVNA newsletter. Maintains records of attendance at all general meetings and steering committee meetings. Handles all association related correspondence on behalf of members of the steering committee and its standing committees. Maintains accurate and up-to-date files of all correspondence and minutes and stores TVNA records at the Secretary's home address unless otherwise directed. Coordinates the publication of the TVNA newsletter.
- d.) TREASURER - Prepares and presents an annual operations budget for approval by the membership at annual meeting. Accounts for the receipt of contributions and other sources of funding. Disburses approved expenditures. Authorizes payment of bills within the limits of the approved budget as directed by the steering committee or general membership. Makes available an up to date financial statement at all steering committee and general membership meetings.

Section 2. The positions of Secretary/Treasurer may be combined into one position by direction of the Chairman.

Article VI. Committees

Section 1. Additional standing committees and/or special committees may be created by the steering committee, or by vote of the general membership, as needed to expedite the work of TVNA.

Section 2. Membership on committees shall be open to all who choose to participate

Article VII. Meetings

Section 1. The annual meeting for the election of officers and approval of the budget will be held on the fourth (4) Thursday of November at a time and place determined by the steering committee, unless otherwise noted in the TVNA newsletter.

Section 2. General meetings of the membership will be held on the fourth (4) Thursday of the month, in the months of February, April, June, September and November at a time and place determined by the steering committee, unless otherwise noted in the TVNA newsletter.

Section 3. Meetings of the steering committee will be held as scheduled by the steering committee between general membership meetings.

Section 4. Special meetings may be called by the chairperson or by members any three (3) members for a meeting of the steering committee and any ten (10) members for a meeting of the general membership provided the steering committee members or membership (as appropriate) is notified of the special meeting in writing at least fourteen (14) days in advance of the meeting.

Section 5. All meetings of the association shall be open.

Article VIII. Elections

Section 1. Members 18 years of age will be able to exercise their vote on all matters of the TVNA.

Section 2. Any member may run for any vacant office by simply declaring his or her intention to do so. Any member of TVNA may nominate to the steering committee or for any vacant office any other members.

Section 3. Regular elections of officers will be held at the annual meeting. Special elections may be held at any regular general membership meeting, for the purpose of filling vacant positions, provided the membership is notified of the special election in writing, at least seven (7) days in advance of the meeting.

Article IX Parliamentary Authority and Amendments

Section 1. The most current edition of Robert's Rules of Order, Revised, shall govern the procedures of the association when the procedure is not otherwise covered by these bylaws.

Section 2. These bylaws may be amended by a two-thirds, (2/3) vote of the members present and voting at any regular general membership meeting of TVNA provided that notice of the proposed amendment will have been read at the previous regular general membership meeting and the membership is notified of the intent to amend the by-laws in writing at least thirty, (30) days in advance of the meeting.