



## BYLAWS OF THE NEIGHBORHOOD COUNCIL OF WILLIAMSBURG

### ARTICLE I. NAME

The name of this organization shall be "The Neighborhood Council of Williamsburg".

### ARTICLE II. PURPOSE

The purpose of this organization is (1) to be knowledgeable about City government and its programs, (2) to consider proposals of interest that may come before the City, including those of surrounding governmental jurisdictions that may have ramifications for the City, and (3) to develop and tender comments on the foregoing for City Commissions' or City Council's consideration. Further, the Neighborhood Council shall be sensitive to potential improvements that might be made to the City's governmental processes and programs and make recommendations to the City Council about such matters.

### ARTICLE III. MEMBERSHIP

Section 1. Any City of Williamsburg neighborhood that supports the aims of the Council shall be eligible for membership.

Section 2. The President or the designated representative of a neighborhood in good standing will be a member of the Board of Directors and will be afforded one vote.

Section 3. Any registered voter of the City of Williamsburg shall be eligible for general membership but shall not be able to vote.

Section 4. Any registered voter who resides outside the City of Williamsburg and supports the aims of the Council shall be eligible for associate membership but shall not be eligible to vote.

Section 5. The annual dues will be ten dollars (\$10.00), payable in advance on or before February 1 of each year. Any neighborhood in arrears will still be able to participate in all activities except will not be eligible to vote.

### ARTICLE IV. BOARD OF DIRECTORS AND EXECUTIVE BOARD

Section 1. The Presidents of member Neighborhood Associations or their designees and the Officers of the Executive Board shall constitute the Council's Board of Directors.

Section 2. The Board of Directors will be the policy making body of the Council and will act on recommendations from the Executive Board.

Section 3. The Board of Directors will initially appoint its Chairman who will also be the Chairman of the Executive Board.

Section 4. The Chairman of the Board of Directors will initially appoint the remainder of the Executive Board officers {Vice Chairman, Secretary, and Treasurer}.

Section 5. The Chairman, Vice Chairman, Secretary, and Treasurer positions will thereafter be elected at the appropriate annual membership meeting.

Section 6. The Executive Board shall be the administrative arm of the Council and shall be empowered to act for the Board of Directors and the membership between scheduled meetings.

Section 7. The Executive Board shall consider all requests and recommendations and prepare the agenda for the ensuing meeting. Residents of Williamsburg may present to the Executive Board matters of concern to them. These concerns may be handled in accordance with Article IV, Section 6 or placed on the Agenda of the Board of Directors, the annual general, and/or called special, meeting of the Council.

Section 8. Any resident of Williamsburg may attend the meetings of the Council and may, if recognized by the chair, speak to the Council.

#### ARTICLE V. DUTIES OF OFFICERS

Section 1. The Chairman shall preside at all meetings of the membership, of the Board of Directors, of the Executive Board, and shall be an ex-officio member of all committees (except the nominating Committee). As an ex-officio member, the Chairman has the right but not the responsibility to participate in the proceedings of the committees, and is not counted in the quorum.

Section 2. The Chairman shall report on the business of the Council at the Annual meeting and shall act on all matters that may arise in between regularly scheduled meetings.

Section 3. The Vice Chairman shall perform the duties of the Chairman in the absence of that Officer.

Section 3. The Secretary shall keep the minutes of the meetings of the Council and, as necessary, of the Executive Board and shall maintain the records of the Council.

Section 4. The Treasurer shall collect dues, keep regular accounts, render an annual financial status to the membership of the Council, and keep a current roster of members.

#### ARTICLE VI. MEETINGS

Section 1. The Annual meeting of the Council shall be held at a time and place to be designated by the Chairman.

Section 2. The Board of Directors' meetings will take place once monthly.

Section 3. The Executive Board shall meet prior to the monthly Board of Directors' meeting, the annual general membership meeting, or called special meetings.

Section 4. Special meetings of the Council may be called by the Chairman or by any two members of the Board of Directors.

Section 5. Each President or designated representative of a neighborhood in good standing shall have one vote at meetings.

Section 6. At the annual meeting, a majority of the members in good standing must be in attendance before a quorum can be declared.

Section 7. Half the membership of the Executive Board and a majority of the Board of Directors shall constitute a quorum at meetings of the Executive Board and/or the Board of Directors.

#### ARTICLE VII: COMMITTEES

Section 1. The Chairman shall appoint committee chairmen and committee members as necessary.

Section 2. Committee chairmen may attend Executive Board and/or the Board of Directors meetings if requested by the Chairman.

#### ARTICLE VIII. ELECTIONS

Section 1. A nominating committee of three members of the Council residing in the City of Williamsburg shall be appointed by the Chairman of the Executive Board to nominate officers for election at the Annual meeting of the Council.

Section 2. Election of officers shall take place at the Annual meeting.

Section 3. To be eligible for an office, nominees must be registered residents, of Williamsburg, and dues paying members of a dues paying neighborhood (or individual) of the Council. Three of the four officer candidates for any particular office shall reside in a different Williamsburg neighborhood.

Section 4. All officers shall be elected for a two-year term.

Section 5. Election shall be by ballot and a majority of votes cast shall constitute an election. If there is only one nominee for an office, a vote may be by acclamation.

Section 6. The Executive Board shall fill vacancies occurring in any office. Any member filling a vacancy shall be eligible for re-election.

#### ARTICLE X. PARLIAMENTARY AUTHORITY

"Robert's Rules of Order, Newly Revised" shall govern in all cases, unless they are inconsistent with the Bylaws of this organization.

#### ARTICLE XI. COUNCIL DISSOLUTION

In the event of Council dissolution, the Executive Board shall ensure that, after audit, the Council's remaining funds are donated to a local community agency.

#### ARTICLE XII. AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the Board of Directors at any regular meeting providing the amendments have been submitted in writing to the membership at least five days prior to a scheduled meeting.

Revised March 2003  
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