

Bylaws of the Greater South River City Neighborhood Plan Contact Team

The Greater South River City (GSRC) Neighborhood Plan Contact Team (NPCT) is a group of neighborhood stakeholders charged with being stewards of the Greater South River City Neighborhood Plan and upholding the implementation of the plan's vision, goals and recommendations. The GSRC NPCT discusses and provides a recommendation to City staff, Planning Commission and City Council on any proposed neighborhood plan amendment that changes either the text or the map. The GSRC NPCT may also initiate an amendment to the GSRC Neighborhood Plan.

I Definition

The Neighborhood Plan Contact Team (NPCT) means the individuals designated to implement an adopted neighborhood plan. The NPCT is a separate body apart from any existing or future neighborhood association. This organization shall be known as the Greater South River City (GSRC) NPCT.

II Roles and Responsibilities

The role of the GSRC NPCT shall be to review and make recommendations on all proposed amendments to the GSRC Neighborhood Plan and to support implementation of the plan. When appropriate the GSRC NPCT may decide to initiate a plan amendment. When appropriate the GSRC NPCT may give written approval to allow a plan amendment application for an individual property within the planning area to be filed out of cycle. The members of the NPCT serve as community points of contact on matters related to plan implementation and other City of Austin planning initiatives. The GSRC NPCT should work on behalf of the residents, property owners and business owners in the neighborhood planning area; however the GSRC NPCT is obligated to consider the impact of any proposed plan amendment on the neighbors most immediately impacted by the proposed amendment.

III Boundaries

North: Lady Bird Lake
South: Ben White Boulevard
East: Interstate Highway 35 South
West: South Congress Avenue

IV Membership of the GSRC NPCT

1. There shall be no more than 30 members of the GSRC NPCT.
2. Membership of the GSRC NPCT shall, to the greatest extent practicable, include at least one representative from each of the following groups within the GSRC neighborhood planning area:
 - a. property owners,
 - b. residential renters,
 - c. business owners and
 - d. neighborhood organization members owning or renting property within the neighborhood plan area.
3. GSRC NPCT members must be at least 18 years of age,

4. Each member of the GSRC NPCT shall uphold the GSRC Neighborhood Plan's Vision and Goals as stated on page 4 of the GSRC Neighborhood Plan.
5. No member shall purport to represent the GSRC NPCT unless authorized to do so by the GSRC NPCT.
6. Each member of the GSRC NPCT shall receive a copy of the adopted GSRC NPCT bylaws.
7. The voting privileges of a new GSRC NPCT member begin at the beginning of the third consecutive meeting s/he attends and shall continue as long as the applicable conditions of these bylaws are upheld.

V Removal of Members from the GSRC NPCT

1. An individual's voting membership on the GSRC NPCT shall lapse on the third successive unexcused absence unless there are extenuating circumstances that shall be approved by a majority of the members present at that meeting.
2. Any NPCT member who no longer meets the membership criteria of Section IV shall be removed from the GSRC NPCT.
3. The Secretary will note in the minutes of each meeting the names of the individuals whose membership may lapse at the next meeting.
4. Any NPCT member may be removed from the NPCT for good cause. Removal shall be debated by the GSRC NPCT and require a two-thirds vote of eligible voting members present at a meeting of the GSRC NPCT, provided that a resolution proposing the consideration of the removal had been adopted at the preceding meeting and that notice of the vote for removal was included in the call to the meeting at which the vote shall take place.

VI Decision Making

1. Decisions of the GSRC NPCT will be made by a majority of the eligible voting members in attendance at the meeting.
2. Each eligible voting member of the GSRC NPCT has exactly one vote.
3. A quorum of eligible voting GSRC NPCT members must be present in order for decisions to be made at an NPCT meeting. A quorum is established when at least 15% of eligible voting GSRC NPCT members are present.
4. The names of eligible voting members participating in decision making shall be noted in the minutes.

VII Meetings

1. GSRC NPCT meetings shall be open to the public. Visitors shall be invited to participate in the discussion of the matters at hand, but only qualified voting members of the GSRC NPCT are eligible to vote.
2. Unless otherwise specifically defined in these bylaws, all affairs of the GSRC NPCT shall be governed by Robert's Rules of Order, current edition.
3. The GSRC NPCT shall meet at least once per year to elect officers.
4. Meetings shall be held on an as-needed basis when an application to amend the GSRC Neighborhood Plan has been submitted to the City of Austin.

5. Special meetings of the GSRC NPCT may be called by a member of the executive committee.
6. Meetings of the GSRC NPCT will be held in accessible, public locations.
7. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the GSRC NPCT and shall be forwarded to the Planning and Zoning Department upon request.

VIII Meeting Notifications

1. At a minimum, meeting notification will be publicized through:
 - a) Direct notification of all NPCT members via email, phone, listserv or NPCT website;
 - b) The meeting schedule shall be described in the Community Registry entry for the NPCT; and
 - c) Meeting notification shall be provided to City staff for dissemination to the general public through a centralized Contact Team website or other means.
2. Meetings will be publicized in the neighborhood using reasonable means available, either internet or newsletters or signs. Notices should be distributed not less than seven days before the meeting date.
3. Meeting notices will identify the purpose of the meeting.
4. Failure to receive a meeting notice does not invalidate the meeting. However the provisions of this section must be complied with in good faith.

IX Officers and Duties

1. The officers of the GSRC NPCT shall be, at a minimum: Chair, Vice-Chair and Secretary.
2. Duties of the officers are as follows:
 - a. The Chair shall be responsible for the operation of the GSRC NPCT and its officers pursuant to these bylaws. This shall include conducting meetings, representing the GSRC NPCT at official functions, appointing subcommittees and generally overseeing the business of the GSRC NPCT. The Chair shall have the primary responsibility for leading the long-term and short-term planning efforts of the neighborhood and for coordinating with the City of Austin planners on neighborhood plan related issues. The Chair shall also have specific duties as spelled out elsewhere in these bylaws and as delegated to the GSRC NPCT.
 - b. The Vice-Chair shall assist the Chair in preparing meeting agendas and conducting meetings and shall assume all duties of the Chair when required.
 - c. The Secretary shall maintain all written records as required by the bylaws and produce all written communications as directed by the Chair, the Executive committee or the GSRC NPCT membership and shall annually submit the GSRC NPCT bylaws to the City of Austin Planning and Zoning Department.

X Elections and Terms of Officers

1. The eligible voting membership of the GSRC NPCT shall nominate one or more eligible voting candidates from the NPCT for each office for the coming year. All candidates must be qualified, voting members of the GSRC NPCT.

2. Officers will be elected by the GSRC NPCT eligible voting members by a majority vote. If no candidate receives a majority vote, there will be an immediate run-off election between the two candidates who received the most votes.
3. The terms shall be for one year.
4. The Secretary will notify the Planning and Zoning Department in writing of the names of the newly-elected officers, their contact information and the date they are due to take office.

XI Removal and Vacancies of Officers

1. Any elected officer may be removed from office for good cause. Removal shall be debated by the GSRC NPCT and require a two-thirds vote of eligible voting members present at a meeting of the GSRC NPCT, provided that a resolution proposing the consideration of the removal had been adopted at the preceding meeting and that notice of the vote for removal was included in the call to the meeting at which the vote shall take place.
2. Should vacancies occur outside the normal election process, candidates for the unfilled term shall be nominated from the floor by eligible voting NPCT members and elected by a simple majority of the eligible voting NPCT members present. . The person elected to the vacated office will serve for the remainder of the term.

XII Executive Committee

1. The executive committee shall be composed of the officers and the chair of each standing committee of the GSRC NPCT.
2. The executive committee shall be responsible for the management of the affairs of the GSRC NPCT. Duties shall include updating the annual membership list, holding GSRC NPCT meetings, conducting elections as called for in the bylaws and representing the GSRC NPCT in communications with the City of Austin. It shall also act for the GSRC NPCT in matters specifically delegated to it. The executive committee may act for the GSRC NPCT between regular meetings on any matter determined urgent. Any such action shall be reported at the next regular meeting of the GSRC NPCT and none of its actions shall conflict with actions taken or policies formulated by the GSRC NPCT.

XIII Committees

1. The GSRC NPCT Chair, with the approval of the executive committee, may appoint project-based or standing committees to help conduct the business of the GSRC NPCT. The chair of the standing committee will serve as a voting member of the executive committee. Committees shall report to the GSRC NPCT and these reports shall be entered into the minutes or meeting summaries.
2. Committees can be standing or ad-hoc in nature.

XIV Finances

1. The GSRC NPCT may not collect or charge dues for its membership.
2. The GSRC NPCT may only accept in-kind donations that aid in the prescribed roles and responsibilities of the GSRC NPCT as defined in these bylaws.
3. Donations that create a conflict of interest (see Section XV) are not permitted.

XV Conflict of Interest

1. If a member of the GSRC NPCT has an interest in a development that requires a plan amendment, the member must follow these rules:
 - a. If a member has a substantial interest (see below) in a project, the member can not participate in any decision concerning the project, including the decision of the GSRC NPCT to recommend an application for a plan amendment or the decision to support or not support the project.
 - b. If a member has a substantial interest in a proposed project, the member must disclose this interest at the time a plan amendment application is discussed and at the time the recommendation letter for the project is submitted to the director of the Planning and Zoning Department.
 - c. A member with a substantial interest in a project may participate in the discussion regarding the proposed change. However participating in the voting or decision regarding that change is not allowed.
2. An individual has a substantial interest if he or she:
 - a. Owns at least a part of or is invested in the property, or business developing the property, or
 - b. Has worked for someone involved in the project over the past year, or
 - c. Has a business that would directly benefit from the project, or
 - ci. Serves on the board of directors, corporate officer or any other board overseeing the project, or
 - e. Owes money to anyone involved in the project.

XVI Amendments

These bylaws may be amended by a majority vote of eligible voting members present at a GSRC NPCT meeting, provided that a resolution proposing the amendment was adopted at a preceding regular meeting and that notice of the proposed amendment was given in the call for the meeting at which the amendment shall be voted upon.

XVII Effective Date

These bylaws of the GSRC NPCT shall become effective on January 19, 2017.