

Little High Neighborhood Association Bylaws (rev. Dec. 22, 2021)

Article 1: Fiscal Year and Dues

The fiscal year of the Association shall begin January 1. Recommended dues for LHNA membership will be established annually by the Board.

Article 2: Representation and Communications

Only the Board, or persons empowered by it, shall represent the Association to government officials, local or regional organizations, or the media. The foregoing does not in any way prevent or preclude individual neighborhood residents from making their views on public issues known.

Individual members of the Board may communicate with City officials, other neighborhood associations, and other groups on behalf of the LHNA without obtaining prior approval, but Officers and regular Board members must notify the full Board of the substance of their correspondence and communications.

Emails to the neighborhood should be drafted in consultation with the members of the Board most affected by the substance of a given email.

Article 3: The Work of the Board

Much of the work of the Board shall be done through formal or ad hoc committees appointed by the Board. Committees shall consist of members of the LHNA Board. Board members are encouraged to work with any residents who are willing to help. The Chair(s) or President(s) and the Vice Chair(s) or Vice President(s) shall be ex officio members of all committees. Committees may be convened for temporary needs with specified terms and purposes. All committee work must be reported in a timely manner to the full

Board. The following list of committees may be amended at any time by a majority vote of the Board.

Finance Committee

1. Provide oversight for the accounting of the Association's finances
2. Support the treasurer in their responsibilities
3. Report periodically to the Board on the fiscal state of the Association
4. Prepare a budget for Board approval.
5. Help in the collection of NA dues.

Community Building Committee

1. Visit and welcome new or neglected neighborhood residents
2. Develop and provide orientation materials about the Neighborhood and the LHNA to be published on the website
3. Propose, plan, and carry out community building events such as neighborhood block parties, backyard concerts, storytelling, potluck suppers, etc.
4. Maintain a **Volunteers List** to help neighbors in need of assistance with leaf-raking or snow shoveling, transportation, procuring food, etc.

Zoning, Growth, and Affordable Housing Committee

1. Strive to learn about and inform the neighborhood of zoning changes, new real estate building projects, and other changes that might affect the neighborhood.
2. Maintain an active relationship with elected officials, city staff, commissions, and law enforcement agencies.
3. Attend meetings relevant to Little High interests.
4. Promote and defend zoning consistent with the goals in the LHNA Constitution so that new residential building projects

include at least 20% affordable housing for the longest term possible, that new building projects be as environmentally sensitive and sustainable as possible, and insisting that new construction or alterations to existing structures follow long established principles of urban planning reiterated in the summer of 2021 by CvillePlansTogether — viz., that the height of buildings follow the topography of the neighborhood so that taller buildings are on lower lying areas, that there be reasonable buffers between buildings of significantly different heights, and that adequate sidewalks and bike lanes be part of new development to keep traffic down, etc.

Neighborhood and Local History Committee

1. To collect and publicize a fair and honest neighborhood history.
2. To arrange for presentations on this topic available to all neighborhood residents. Guest speakers may be professional or academic historians or others with some expertise in neighborhood and local history (including the personal reminiscences of longtime residents).

Environmental Sustainability Committee

1. To identify and publicize ways in which individual residents can reduce their greenhouse gas emissions and contribute to environmental sustainability.
2. To arrange for presentations on this topic available to all neighborhood residents. Guest speakers may be anyone with useful tips on efforts that can be done around one's home and yard to live more sustainably.

Small Business Committee

To help promote small businesses located within the neighborhood or with strong neighborhood ties.

Traffic and Safety Committee

To work with City officials (e.g. Neighborhood Development Services, Public Works, the City Manager's office, City Council, and other entities) to promote traffic safety in ways approved by the Board and the Association as a whole including improving the walkability of the neighborhood through construction of adequate sidewalks, etc.

Article 4: Monthly Meetings

The LHNA Board should conduct regular meetings at least 12 times a year. The meetings shall ordinarily take place once a month at whatever time is convenient for as many Board members as possible.

For the sake of accommodating holidays or for other contingencies, two meetings may be held in one month if no convenient time is available in the following or preceding month.

All regular meetings of the full neighborhood association board conducted *online* via Zoom or similar electronic means shall be **open to all neighborhood residents**. Participants in online meetings must identify themselves and have their cameras on.

In the absence of a large common space in which to meet *in person* Board meetings shall be open to neighborhood residents on the basis of available space.

LHNA Board members may also discuss issues and conduct business via email. In particular, the Board should do the following tasks via email to save time at their meetings:

- **approval of minutes**
- **approval of agenda**

Agenda — The Chair(s) or President(s) is responsible for producing an agenda in advance of each regular meeting. The agenda should be shared in advance with the Board for approval, comment, or revision.

Any Board member may propose topics for the agenda. These should be circulated to the full Board for approval prior to regular meetings.

Any neighborhood resident may propose topics for the agenda. These must be circulated to the full Board for approval prior to regular meetings. If the Board decides for any reason not to include items submitted by residents on the agenda, a written explanation must be provided to the resident.

The officers and regular Board members should make an effort to find interesting and relevant **guest speakers** who have expertise or insight on matters of neighborhood concern.

The business of the LHNA Board should follow this format:

- discussion of the approved agenda items
- **other matters from LHNA Board members** (approximately 5 minutes per speaker)
- **reports** of Board members and committees when available
- **unfinished business** not covered by the agenda
- **new business** not covered by the agenda

If necessary to keep Board meetings productive and worthwhile, or at the request of three or more Board members, the Board will be guided by ***Robert's Rules of Order***.

Article 5: Reporting the Work of the Board

The Board must make a serious effort to publicize its work to all neighborhood residents.

Accordingly, the Secretary will take notes and compile the **Minutes** for every regular meeting. The Board will review and make whatever corrections or additions are necessary before the Minutes are published on the LHNA website.

In addition to publicizing the Minutes, the Chair or President shall write a **summary of the Board's work** at least once every three months and disseminate via email or the website. The full Board must approve the summary before it is made public.