

As Revised
November 1, 2016

**BRAYS OAKS SUPER NEIGHBORHOOD COUNCIL #36
BY-LAWS**

OUTLINE

- I. Name
- II. Boundaries
- III. Purpose
- IV. Membership
- V. Council Seats
- VI. Officers
- VII. Meetings
- VIII. Standing Committees
- IX. Special Committees and Special Appointments
- X. Roberts Rules of Order
- XI. Amendment of By-Laws

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ARTICLE I. – NAME

The name of the organization is Brays Oaks Super Neighborhood Council #36 hereafter sometimes referred to as “BOSNC #36” or “Council.”

ARTICLE II. – BOUNDARIES

The map supplied by the Planning Department of the City of Houston outlines the boundaries. See Appendix A. This area shall hereafter sometimes be referred to as the “Brays Oaks Super Neighborhood #36” or “BOSN #36.”

ARTICLE III. – PURPOSE

1. The purpose of the Council shall be to create a broad-based community forum where residents and Stakeholders come together to discuss issues affecting the community and work in consensus to develop action plans to address them.
2. The Council shall seek to support impetus for basic city services and facilities, community and economic development, job training programs, educational and recreational facilities, and senior citizen housing within the BOSN #36.
3. The Council also supports activities that will increase property values, beautify our neighborhood and raise the quality of life for all within the BOSN #36.

ARTICLE IV. – MEMBERSHIP

1. The Brays Oaks Super Neighborhood Council #36 prohibits the exclusion of any individual or organization based on race, creed, color, religion, gender, social orientation or national origin from participating in Council activities or serving as a Council member. It shall be the right of any Stakeholder Organization within the BOSN #36 to be represented on the Council. Participation is not limited by the imposition of membership requirements or fees either by the Council or Stakeholder Organizations. Brays Oaks Super Neighborhood Council #36 shall be non-partisan, and non-profit.

2. The Council shall consist of Stakeholder Organizations within the boundaries of the BOSN #36. Stakeholder Organizations are groups, organizations or entities within the community as described by Article V below. Subject to Articles IV and V herein, the Stakeholder Organization is the only party with the authority to remove, change, or alter who represents the entity, group or organization to BOSNC #36.

3. Each Stakeholder Organization shall elect or appoint one Stakeholder Representative (hereafter sometimes referred to as “Stakeholder”) and one or more Alternates to represent the Stakeholder Organization. Stakeholder Representatives and Alternates shall be individuals residing or working full time, and/or owning property, per the Harris County Appraisal District, within the boundaries of the Brays Oaks Super Neighborhood #36. Every selected Stakeholder Representative and Alternate must present, in writing, credentials from the Stakeholder Organization attesting to their appointment. Such written credentials for the Stakeholder Representative and Alternate shall remain in effect until the Stakeholder Organization appoints a replacement Stakeholder Representative or a replacement Alternate, whichever is applicable. The replacement Stakeholder Representative or replacement Alternate must present, in writing, credentials from the Stakeholder Organization attesting to their appointment as the new Stakeholder Representative or the new Alternate.

4. Their acceptance as a Stakeholder Representative or Alternate shall be voted on at the next regularly scheduled meeting of BOSNC #36. Acceptance of new Stakeholder Representatives shall be made by a Simple Majority vote of the Council members present. Stakeholder Representatives are eligible to vote after completion of the acceptance process.

5. Written notices and verbal contacts will be the methods of communication between the members of the Council and Stakeholders regarding Council activities and decisions.

6. Each Stakeholder Representative or Alternate is responsible for communicating information about decisions, activities, and issues relating to the Council to the members of their Stakeholder Organization.

ARTICLE V. – COUNCIL SEATS

1. **Qualifications for a seat on the Council:** A person must be designated the Stakeholder Representative of the group he/she represents. To be considered present, the person must have signed the sign-in sheet.

2. The number of seats and the manner in which they are elected may be amended in the same manner as these By-Laws may be amended.

3. Each Stakeholder Organization with a seat on the Council shall be allowed one vote which shall be cast by its Stakeholder Representative or, in his/her absence, by the designated Alternate.

The Brays Oaks Super Neighborhood Council #36 consists of the following seats plus the Homeowners/Property Owners Associations, with each having one vote. Additional organizations can be included upon their written request under the terms specified in these By-Laws.

Business Seats. Any for profit business which is located within the geographic boundaries of BOSN #36 may become a Stakeholder Organization, and it shall appoint only one Stakeholder Representative and one or more Alternates to represent the business.

Faith-Based Seats. Any faith-based organization which is located within the geographic boundaries of BOSN #36 may become a Stakeholder Organization, and it shall appoint only one Stakeholder Representative and one or more Alternates to represent the organization.

Educational Seats. Any educational organization which is located within the geographic boundaries of BOSN #36 may become a Stakeholder Organization, and it shall appoint only one Stakeholder Representative and one or more Alternates to represent the organization.

Non-Profit Seats. Any non-profit organization, as defined by Internal Revenue Code Section 501(c)(3), which is located within the geographic boundaries of BOSN #36 may become a Stakeholder Organization, and it shall appoint only one Stakeholder Representative and one or more Alternates to represent the organization.

Apartment Seats. Any apartment complex which is located within the geographic boundaries of BOSN #36 may become a Stakeholder Organization, and the management company responsible for the apartment complex shall appoint only one Stakeholder Representative and one or more Alternates to represent the apartment complex.

Braeburn Storefront Citizens Advisory Council, Inc. Seat. The Braeburn Storefront Citizens Advisory Council, Inc. is a Stakeholder Organization and it shall appoint only one Stakeholder Representative and one or more Alternates to represent the Citizens Advisory Council.

Management District Seats. Any management district, as approved by the legislature of the State of Texas, which is located within the geographic boundaries of BOSN #36 may become a Stakeholder Organization, and it shall appoint only one Stakeholder Representative and one or more Alternates to represent the management district.

Any Homeowners/Property Owners Association located within the geographic boundaries of BOSN #36 may become a Stakeholder Organization. Each Homeowners/Property Owners Association which becomes a Stakeholder Organization shall elect or appoint only one Stakeholder Representative and one or more Alternates for a term of two years in accordance with Article IV, above.

ARTICLE VI. – OFFICERS

This Article VI is effective October 11, 2016. The elected officers of the Brays Oaks Super Neighborhood Council #36 shall be the President, Vice-President, Secretary and Assistant Secretary/Treasurer. The elected officers shall comprise the Executive Board.

1. The President shall preside over all general meetings. The President shall have the authority to conduct meetings and to maintain order. The President shall appoint all committee chairs.
2. The Vice-President shall preside at meetings in the absence of the President. This officer shall assist the President and perform various duties and serve on committees as assigned by the President.
3. The Secretary shall keep an accurate record of proceedings of all general meetings, attend to correspondence, act as custodian of all records, and file and maintain up-to-date membership lists and attendance records.
4. The Assistant Secretary/Treasurer shall perform the duties of both the Assistant Secretary and the Treasurer. The Assistant Secretary shall assist with all incoming and outgoing correspondence of the Brays Oaks Super Neighborhood Council #36. The Assistant Secretary assumes the duties of the Secretary in his/her absence. The Treasurer shall keep an up-to-date record of all financial transactions, receive all money, and deposit funds in the Council's designated bank. The Treasurer shall disburse money as authorized by the Council. The Treasurer shall present a report of finances at each general meeting of the Brays Oaks Super Neighborhood Council #36. The President, Vice-President, Secretary and Treasurer shall sign the signature cards for the bank. Two signatures are needed for any disbursements.
5. All officers of the Brays Oaks Super Neighborhood Council #36 shall be elected every two years at the regular February meeting by a Quorum (see Appendix C) of the Stakeholder Representatives of the Brays Oaks Super Neighborhood Council #36. An officer shall hold office until a successor is duly qualified and elected. To be an officer candidate, the individual must have served on the Council for at least one year and attended the last three consecutive meetings prior to the election excluding absences due to qualified reasons. Officers shall be installed at the first general meeting after the election and shall hold office for two (2) years. The President and Secretary shall be elected in even years and the Vice-President and Assistant Secretary/Treasurer shall be elected in odd years.

6. A vacancy in any office shall be filled by a special election conducted by the elected officers and voted on by the Stakeholders. It shall take a Simple Majority vote of the Quorum (see Appendix C) present of Stakeholders to fill the vacancy. Officers elected to fill vacancies shall assume office at the first general meeting following the special election and shall hold office until the end of the term for the person whom they are replacing.

7. Any officer who fails to meet the obligations and responsibilities of his/her office may be removed from office by a 2/3 Quorum (see Appendix C) vote of the Council Stakeholder Representatives present at the meeting. The allegation must be in writing and signed by the complainant. Failure to be present for three consecutive meetings without a qualified reason will result in automatic removal of that person from the office. The Executive Board will rule on the qualified reason for the excessive absence.

ARTICLE VII. – MEETINGS

1. The general meeting of the Brays Oaks Super Neighborhood Council #36 shall be held on the first Tuesday of each month, 7:00 p.m. in a place designated by the Council. All Brays Oaks Super Neighborhood Council #36 activities will be conducted in an open meeting where all Stakeholders and non-Stakeholders may observe discussions and participate.
2. Notice of any meetings of the Council, including the agenda, should be given at least five (5) business days prior thereto.
3. In the event that the general meeting shall fall on a legal holiday, the time and date of the general meeting will be set by the President at the preceding general meeting with consent of the Council.

ARTICLE VIII. – STANDING COMMITTEE

The President shall appoint all standing committee chairpersons. The committee chairpersons shall be Stakeholders. The committee chairperson shall, in turn, appoint additional committee members as required by the assigned task. The committee members can be Stakeholders or non-Stakeholders. The President shall be an ad-hoc member of each standing committee.

ARTICLE IX. – SPECIAL COMMITTEES AND SPECIAL APPOINTMENTS

The President shall appoint all special committee chairpersons. The committee chairpersons shall be Stakeholders. The committee chairperson shall, in turn, appoint additional committee members as required by the assigned task. The committee

members can be Stakeholders or non-Stakeholders. The President shall be an ad-hoc member of each special committee.

The President shall make special appointments in situations where only one person is needed to perform an assigned task. The special appointee can be a Stakeholder or a non-Stakeholder.

ARTICLE X. – ROBERT RULES OF ORDER

Roberts Rules of Order, latest revision, shall govern all procedural matters not covered in these By-Laws.

ARTICLE XI. – AMENDMENT OF BY-LAWS

These By-Laws may be amended by written and signed resolution presented by a Stakeholder. It shall be presented at a regular meeting of the Brays Oaks Super Neighborhood Council #36, and read and recorded by the Secretary. The Council, at their first regular meeting after the presentation and recording, shall vote on it. The amendment shall become effective immediately upon approval of a Simple Majority of the Council Quorum (see Appendix C) present.

Appendix

- A. Boundary map supplied by the City of Houston Planning Department
- B. Listing of Stakeholder Organizations and their Stakeholder Representatives
- C. Definitions

Appendix C - Definitions

Quorum is defined as 50% plus one of the Council.

Simple Majority is defined as 50% plus one of the Quorum present.

2/3 Quorum is defined as 67% of the Quorum present.

These By-Laws, as revised, were approved by the Council on October 11, 2016 and November 1, 2016.

Marlys M. Williams, President

Date

Naomi S. Ostfeld, Secretary

Date
