



## SECOND WARD SUPER NEIGHBORHOOD 63

### COUNCIL BYLAWS

Revised June 2024

#### Article I – Name

**Section 1.1** – The name of the Super Neighborhood 63 Council shall be the Second Ward Super Neighborhood Council.

#### Article II – Boundaries

**Section 2.1** – The Second Ward Super Neighborhood is generally bounded by the Northern boundary at Buffalo Bayou, until it reaches the Eastern boundary at Union Pacific Railroad, where it borders Central Park Subdivision. The Southern boundary is also Union Pacific Railroad parallel to the Capital and the Western boundary continues following the Union Pacific Railroad until it reaches Jensen then it goes Northwest until it reaches freeway I-69 North and it follows I-69 North back to Buffalo Bayou.

#### Article III – Definitions

**Section 3.1** – A delegate is defined as a community stakeholder within the Second Ward Super Neighborhood 63 boundaries who has been authorized by the board to represent Second Ward Super Neighborhood 63.

**Section 3.2** – A stakeholder is defined as a person, group, or organization currently living in or having an address within the Second Ward boundaries with a vested interest, or stake, in the decision-making and activities of the Second Ward Super Neighborhood Council.

**Section 3.3** – The Second Ward Super Neighborhood Council is defined as the group of community members elected to consider or take action on the best interests of and to improve the quality of life in Second Ward.

**Section 3.4** – A letter of support is defined as a letter that a business or an organization might include in a proposal or application for a grant, project, or fellowship.

**Section 3.5** – An officer on the Second Ward Super Neighborhood Council is any member of the council elected to a position of President, Vice-President, Secretary, Treasurer, etc., by the eligible voting community (ref. Section 6.6).

**Section 3.6** – A quorum shall be constituted by a simple majority of currently elected Super Neighborhood Council members for the transaction of business at general and/or executive meetings.

**Section 3.7** – A board member or council member is any member of the community elected to represent Second Ward on the Second Ward Super Neighborhood 63 council (not necessarily an officer).

#### **Article IV – Purpose**

**Section 4.1** – The Second Ward Super Neighborhood council is organized exclusively for one or more of the purposes specified in Section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future federal tax code, and an application may be filed with the Internal Revenue Service for the 501(c)(3) and 501(c)(4) non-profit status, if and when so determined by the Super Neighborhood Council.

**Section 4.2** – The purpose for which the Super Neighborhood Council is organized shall be to promote the civic betterment and social welfare and well-being of those certain residents, business and property owners within the boundaries of the Second Ward Neighborhood area, to promote and engage in activities for their use and benefit. These organizations within the Second Ward being situated in Houston, Harris County, Texas and being that area identified in Article II (Boundaries).

**Section 4.3** – The general purpose and power of the corporation are to have and exercise all rights and powers conferred on non-profit corporations under the Texas Non-Profit Corporation Act and other laws of Texas, of those powers which may hereinafter be conferred and (i) to seek a consensus and provide citizens with opportunities to advise the City Council on issues important to each neighborhood, (ii) undertake a wide range of neighborhood improvement projects determined by the members, and (iii) with the cooperation from the City of Houston, identify and develop solutions to mutual problems.

#### **Article V – Membership**

**Section 5.1** – The Second Ward Super Neighborhood Council shall be open to any civic, business, faith based, non-profit, or other community-based organization that are stakeholders in the Second Ward Super Neighborhood area. The Second Ward Super Neighborhood Council shall consist of one duly designated representative of each eligible organization.

**Section 5.2** – Participation in the Second Ward Super Neighborhood Council shall not be limited by imposition of membership requirements or fees either by the Super Neighborhood Council or participating organizations.

**Section 5.3** – The Second Ward Super Neighborhood prohibits the exclusion of any individual or organization based on race, age, creed, color, religion, gender, sexual orientation or national origin from participating in the Super Neighborhood Council activities or serving as a council member. Council members serving on the board, and future board members to be considered as a board member must exert good citizenship mannerism, and have a clean history on their personal record.

**Section 5.4** – It shall be the right of any stakeholder within the Super Neighborhood to be represented, either through new or existing organizations.

**Article VI – Council Seat**

**Section 6.1** – A person must be a designated stakeholder representative of the group they represent.

**Section 6.2** – The number of seats and the manner in which they are elected may be amended in the same manner as the by-laws may be amended.

**Section 6.3** – Each group, organization, or entity with a seat on the Super Neighborhood Council shall be allowed one vote which shall be cast by the stakeholder representative or his/her designated alternate from the Super Neighborhood Council in the case of an absence. To designate a Super Neighborhood Council alternate, the absentee board member must notify all other board members a week in advance of their absence and who their designee shall be. Written notifications must be given out either in person or through email.

**Section 6.4** – The Second Ward Super Neighborhood Council consists of eight (8) seats, with each having one vote. These representative organizations/stakeholders are for the purpose of initiating the Super Neighborhood Council and by-laws and shall not be construed as limiting the number of representatives/stakeholders eligible to participate. The Council Seats are as follows:

<b>Board/Council Positions</b>	<b>Seats</b>	<b>Area</b>
Businesses	1	Representative of a local business located within the Second Ward Super Neighborhood boundaries
Residents At-Large <ul style="list-style-type: none"> <li>• 2 Seats from At-Large 1 Area</li> <li>• 2 Seats from At-Large 2 Area</li> <li>• 2 Seats from At-Large 3 Area</li> </ul>	6	Area 1 - Live within the Western boundary and Milby Area 2 - Live within Milby and Lockwood Area 3 - Live within Lockwood and Eastern boundary
Non-Profit	1	Representative of a local Non-Profit located within the Second Ward Super Neighborhood boundaries
<b>Total</b>	<b>8</b>	

If a resident is a member of two Council Seat constituencies, (i.e. you are a business owner and resident), he/she is only eligible to vote for one representative and run for only one constituency.

**Section 6.5** – The General Election is the election taking place at the first general meeting of the year where the Second Ward Super Neighborhood Council is elected by the stakeholders to represent them in improving the quality of life in Second Ward and acting in the best interests

of the community. The general election will be held in the 1st general meeting of the year following the completion of the previous 2-year term. The election will be moderated by the President, at least one other Second Ward Super Neighborhood 63 council member, and a volunteer and verified by City representatives. To be nominated as a candidate for member of the Super Neighborhood Council in the election, one must have been recorded as attending no less than (50%+1) of the general meetings in the previous two years. Each Council member candidate must receive a nomination and a “second” from the current Second Ward Super Neighborhood Council. If a nominee has not attended the necessary meetings from the previous term, the Council can approve the nomination with two-thirds majority vote. All voting will be done on paper ballots and anonymous. A quorum of the current council must be established in order to conduct an election.

**Section 6.6** – To be a community stakeholding voter in the general election, one must have been recorded as attending no less than (50%+1) of the general meetings in the previous two years and be confirmed as currently living within the Second Ward boundaries. All eligible community stakeholding voters must be contacted no less than two weeks in advance of an election either in person, by phone, or by email and have their in person attendance for the next meeting confirmed. There will be no alternates for community stakeholding voters. The current council must have also attended no less than (50%+1) of the general meetings in order to qualify as a voting stakeholder. Being a council member on its own does not qualify for a vote.

**Section 6.7** – Multiple members of a single Second Ward community organization may not serve on the Second Ward Super Neighborhood Council simultaneously unless agreed upon by a 2/3 vote of the current council members.

### **Article VII – Officers**

**Section 7.1** – The elected officers of the Second Ward Super Neighborhood Council shall be the president, vice-president, and secretary. A treasurer, and any other necessary positions will be elected as needed.

**Section 7.2** – The President shall preside over all general meetings and any executive committee meeting. The elected officers shall have the authority to conduct and to maintain order. The elected officers shall appoint all committee chairpersons.

**Section 7.3** – The Vice President shall preside at meetings in the absence of the president. This officer shall assist the President, and shall perform various duties and serve on committees as assigned by the elected officers.

**Section 7.4** – The Secretary shall keep an accurate record of proceedings of all general meetings, attend to correspondence, act as a custodian of current records, and file and maintain an up-to-date membership list and attendance records. The duties of the Secretary may be divided between other members of the Second Ward Super Neighborhood Council as needed.

**Section 7.5** – The Treasurer shall keep an up-to-date record of all financial transactions, receive all money, and deposit funds in the bank. This officer shall disburse money as authorized by the

Council. The Treasurer shall present a report of finances at each general meeting of the Council. Checks disbursed shall contain the signatures of the two of the following: President, or Vice President, and the Treasurer.

**Section 7.6** – All Council Seats shall be elected to (2) year terms at the 1st general meeting of the year where a quorum is present.

**Section 7.7** – Officers can serve up to two (2) full successive terms (4 years). Officers can serve an optional third successive term by receiving a two-thirds majority vote by the current Super Neighborhood Council at an executive council meeting.

**Section 7.8** – All officers (President, Vice President, Secretary, etc.) shall be elected by a simple majority (50%+1) of the eligible voting stakeholders. Candidates can self-nominate or be nominated for an officer position to be elected by the eligible voting stakeholders. Officers shall assume office immediately following the election.

**Section 7.9** – A vacancy in an officer position may be filled by a special election. The process for a special election shall follow the same process as the general election. Officers elected to fill vacancies shall assume office immediately following the special election and shall hold office until the next general election. A quorum of the current council must be established in order to conduct an election.

**Section 7.10** – Any member of the Council (or officer), who fails to meet the obligations and responsibilities of their office including failure to maintain good attendance and communication, disrespectful attitude towards fellow members of the Council and broader community may be removed from the Council by a two-thirds majority vote of the Super Neighborhood Council.

**Section 7.11** – In order for a Second Ward Super Neighborhood Council Member to be a delegate and present themselves in an official capacity on behalf of the council in front of Houston City Council and/or at outside meetings or settings, approval must be given by the current Super Neighborhood Council with a 2/3 vote in favor. Without this approval, council members are allowed to represent themselves as members of the community but must clarify they are not representing the Second Ward Super Neighborhood Council.

**Section 7.12** – All members of the council must adhere to a professional code of conduct that includes remaining respectful to other council members and community members. This includes interactions taking place in person and in electronic or digital communication, not limited to but including email, texts, social media, or any social chat groups. Verbal abuse, physical abuse, bullying, sexual innuendos, or disrespect of any kind will not be tolerated and is subject to removal from the council by a 2/3 vote by the council members not included in the infraction.

**Section 7.13** – Second Ward Super Neighborhood Council Members wishing to serve in four or more consecutive terms will need to secure a unanimous vote by the current council to be included on the ballot to return for an additional term.

**Section 7.14** – A vacancy in a council member position can be filled by a special election. A special election can be conducted at any general community meeting. All eligible community stakeholding voters must be contacted no less than two weeks in advance of a special election either in person, by phone, or by email and notified of the upcoming special election. All candidates for a special election must receive a nomination and a “second” by the current council members to be included on a ballot for a vote. New council members will then be elected by a majority vote from the current eligible voting stakeholders if a vote is necessary. Council members elected to fill vacancies shall assume office immediately following the special election and shall hold office until the next general election. A quorum of the current council must be established in order to conduct an election.

### **Article VIII– Committee**

**Section 8.1** – Committees shall be established as the need arises by the elected officers. A committee initiated by the Super Neighborhood Council shall be a group of community stakeholders appointed for a specific function with a goal of improving the quality of life in Second Ward. The committee shall report to the Super Neighborhood Council officers.

**Section 8.2** – The Committee Chairperson shall recruit Committee Members.

### **Article IX – Meetings**

**Section 9.1** – The general meeting of the Super Neighborhood Council shall be held on the first (1st) Monday of every other month (i.e. February, April, June, August, October, and December) at 6:30PM CST, at “A facility within a public building or business building within the At-Large Area” to facilitate residents and business participation. All Super Neighborhood Council official public meetings shall be conducted in an open setting where community stakeholders may observe discussions. In the event that a general community meeting must be canceled, due to a weather hazard for example, board members may choose to make up that meeting at a date of their choosing.

**Section 9.2** – In the event that the general meeting falls on a legal holiday, the time and date of the general meeting shall be set by the President at the preceding general meeting with the consent of the council.

**Section 9.3** – A simple majority of duly designated Super Neighborhood Council members shall constitute a quorum for the transaction of business at a general meeting.

**Section 9.4** – Super Neighborhood at-large residents/stakeholders may participate via meetings open to the public and will be notified of decisions through their participating organizations.

**Section 9.5** – An individual wishing to address the Second Ward Super Neighborhood Council shall submit a request to the Second Ward Super Neighborhood President at least a week in advance of the meeting. Each speaker shall be allowed three (3) minutes to speak. There will be a maximum limit of three (3) speakers per meeting unless time and scheduling allows for more speakers. Speakers must remain cordial and respectful when addressing the council.

**Section 9.6** – No profanity, disrespectful attitudes or treatment of fellow meeting attendees or any other unacceptable behavior will be tolerated at general meetings. Upon a violation of this conduct code, the offender will be given one warning to remain respectful. If a second violation takes place the offender will be asked to leave the meeting location and the meeting will continue once the offender has exited the premises. The offender will be allowed to attend the next meeting upon an agreement to remain respectful. If the offender fails to honor this agreement they will be banned from attending future meetings and will only be allowed to return upon a unanimous vote in favor by the current council.

### **Article X – Procedures**

**Section 10.1** – **“Robert’s Rules of Order”** can be a guide for procedure in all points of order not covered by the Bylaws.

**Section 10.2** – The Super Neighborhood Council shall not endorse any letter of support unless the opportunity for reasonable, civil discussion and debate has occurred at a meeting of the council seats at which a quorum is present. Approval of endorsement can only be achieved by a two-thirds approval of the council and/or by sending an electronic communication on voting to support or not support the letter to the community members who have shared email addresses.

### **Article XI – Amendment of Bylaws**

**Section 11.1** – These Bylaws may be amended from time to time on an as needed basis by resolution in writing represented at a meeting of the Second Ward Super Neighborhood Council, read and approved by two-thirds majority vote at a general meeting at which a quorum is present.