

Greater Magnolia Park, Manchester,
Smith Addition, Harrisburg Area
(Super Neighborhood Council 65&82)
By-Laws

Article I – **Name**

The name of the City of Houston Super Neighborhood shall be the Harrisburg/Manchester and Magnolia Park Super Neighborhood 65 & 82.

Article II – **Boundaries**

The Harrisburg/Manchester and Magnolia Park Neighborhoods are generally bounded by the Union Pacific Rail line beginning at the southern bank of Buffalo Bayou through Lawndale Street to the western boundary. Buffalo Bayou through Sims Bayou for northern to the eastern boundary and La Porte Freeway and Lawndale Street to the southern boundary.

Article III – **Definitions**

The following definitions pertain to terms contained within the Harrisburg/Manchester and Magnolia Park by-laws.

Super Neighborhood – shall refer to the conglomeration of smaller, contiguous communities grouped together that fall within the boundaries set forth in Article II above.

Super Neighborhood Council or Council – shall refer to the group of delegates appointed in the manner stated in these Bylaws to represent the stakeholder organizations existing within the Super Neighborhood. The make-up and voting authority of the Council is set forth in subsequent provisions herein.

Community Coordinating Team or Council Officers – shall refer to a committee of 4 (four) delegates acting to fulfill the duties generally conducted by a president, vice-president, secretary, and treasurer. The Community Coordinating Team constitutes the elected Council Officers of the Council. The make-up and authority of the Community Coordinating Team is set forth in subsequent provisions herein.

Stakeholders– shall refer to the residents and/or organizations situated in and/or owning property within the Super Neighborhood, including but not limited to, civic associations, nonprofit organizations, faith-based institutions, school districts and businesses.

Legacy Resident– is defined as an individual who is 65 years of age or older, has lived no less than 20 consecutive years in the area, who will not financially gain from changes in the At-Large area.

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Active and Participating Stakeholder Organizations - shall refer to those stakeholder organizations appointing a delegate in accordance with these Bylaws to represent their community or organization on the Super Neighborhood Council.

Delegate— shall refer to an individual appointed as a designated stakeholder representative, in the manner set forth in these Bylaws.

Quorum— a quorum of the Council shall consist of 4 (four) of the duly designated Council delegates.

Article IV- **Purpose**

Section 4.1— The Harrisburg/Manchester and Magnolia Park Super Neighborhood is organized for charitable, civic, public health, safety, educational, cultural, and general community improvement purposes, including one or more of the purposes specified in Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. An application may be filed with the Internal Revenue Service for the 501 (c)(3) or 501 non-profit status, if and when so determined by the Council. The general purpose and power of the non-profit corporation, once established, is to have and exercise all rights and powers conferred on nonprofit corporations under the Texas Nonprofit Corporation Act and other laws of Texas, of those powers which may hereinafter be conferred.

Section 4.2— Participation in the Harrisburg/Manchester and Magnolia Park Super Neighborhood shall not be limited by the imposition of membership requirements or fees either by the Council or participating organizations.

Section 4.3— Harrisburg/Manchester and Magnolia Park 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 Council activities or serving as a Council member.

Section 4.4— It shall be the right of any stakeholder within the Super Neighborhood to be represented, either through new or existing organizations.

Article V — **Council Seats**

Section 5.1— A delegate to the Council must be a designated representative of the stakeholder organization that they represent. All residential delegates shall live within and/or own residential property within the boundaries of the Super Neighborhood. All stakeholder

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delegates and council members must have their primary residence in the communities represented unless identified as a Legacy Resident.

Section 5.2— Each stakeholder organization with a seat on the Council shall be allowed one vote which shall be cast by the stakeholder organization's delegate or in his/her absence, by a designated alternate. Each Active and Participating Stakeholder Organization shall provide the Council with an authorization letter indicating their appointed delegate and alternate delegate(s).

Section 5.3— The Council shall initially consist of the following stakeholder organizations, each having one vote on all matters brought before the Council. Additional stakeholder organizations may be added to the Council by a simple majority vote (5 /7) of the Council where a quorum is present.

A. Civic Associations

- 1) Greater Magnolia/Pineview Place Civic Club
- 2) Manchester Civic Club
- 3) Smith Addition/ /Harrisburg Civic Association

B. Non-profit Organization

- 4) to be determined

C. Community Based Organization

- 5) Fenceline Watch

D. Youth Representative

- 6) High School Student

E. Local Business

- 7) to be determined

Section 5.4— Developers may be included within the Stakeholder Organization, however delegates of this category cannot be a voting member.

Section 5.5— Active and Participating Stakeholder Organizations where three consecutive general and executive meetings of the Council were not attended by their delegate or alternate delegate will be asked in writing by the Community Coordinating Team to appoint a new

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delegate. If the newly appointed delegate misses one meeting, the organization they represent will be suspended from participation.

Article VI – Officers

Section 6.1— The elected Community Coordinating Team (officers) of the Council shall be a committee made up of 4 (four) delegates acting to fulfill the duties generally conducted by a president, vice-president, secretary, and treasurer. The Community Coordinating Team shall constitute the elected officers of the super neighborhood council.

Section 6.2— The Community Coordinating Team shall schedule and convene Council meetings and between executive and general meetings of the Council, act in its behalf to approve and set policies, evaluate projects, communicate with City government and City Council members on all CIP (Capital Improvement Projects), communicate with the City of Houston Super Neighborhood Alliance, promote participation in City governance and establish committees to carry out these and other functions as needed.

Section 6.3— The Community Coordinating Team shall preside over all general meetings. The Community Coordinating Team shall have the authority to conduct meetings and to maintain order.

Section 6.4— The Community Coordinating Team may have rotating roles in conducting the business of the Council.

Section 6.5— The Community Coordinating Team shall keep an accurate record of proceedings at all meetings, act as custodian of current records, and file and maintain up-to-date membership lists and attendance records, including any lists or records generated through email and other computer-based sources.

Section 6.6— The Community Coordinating Team shall keep an up-to-date record of all financial transactions, receive all money, deposit funds in the bank and disburse money as authorized by the Council. The Community Coordinating Team shall present a report of finances at each general meeting of the Council. Checks disbursed shall contain the signatures of two (2) of the Community Coordinating Team.

Section 6.7— The first election of the Community Coordinating Team will occur at the first meeting of the Council and the newly elected members of the Community Coordinating Team will be installed immediately. The Community Coordinating Team shall vote to determine the term of office for its initial members so that no more than three (3) and no less than two (2) team members are replaced at any election and no team member serves more than two years

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without being reelected by a quorum of the Council. With the exception of the first election, all new Community Coordinating Team members shall be elected to two (2) year terms at the last annual meeting of each year by a quorum of the Council.

Section 6.7.1— Eligibility to vote is determined by virtual/ in-person attendance of (40%) of the general meetings. In person attendees shall vote by paper ballot. Ballots will be counted by the Secretary and Vice President within one week of vote. All virtual votes must be sent to the two designated vote count roles.

Section 6.8— With the exception of the first election, all newly elected Community Coordinating Team members shall be installed at the first annual meeting of each year.

Section 6.9— Community Coordinating Team members shall be limited to serve two (2) successive terms.

Section 6.10— All Community Coordinating Team members shall be elected by the Council where a quorum is present. Each delegate present shall be permitted to cast multiple votes in the election, where the number of votes permitted is equal to the number of Community Coordinating Team members being elected at the meeting. The open member positions are then filled by the nominees who receive the highest vote counts. For example, if two members are being elected, then the two nominees receiving the highest number of votes are elected to the Community Coordinating Team. In the event of a tie between nominees, they must choose between a run-off election and special vote in case of a tie in run-off.

Section 6.11— A vacancy in the Community Coordinating Team shall be filled by a special election by a quorum of the members of the Council Community Coordinating Team members elected to fill vacancies shall assume office at the first general meeting following the special election and shall hold office until the next regular election of the Community Coordinating Team.

Section 6.12— Any Community Coordinating Team member who fails to meet the obligations and responsibilities of their office may be removed from office by a two-thirds (2/3) majority vote of the Council.

Article VII- Committees

Section 7. 1— Committees shall be established as the need arises by the Council.

Section 7. 2— The president shall appoint the committee chairperson.

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Section 7.3— Committee chairpersons and committee members need not be Council members, however, they must be a stakeholder and must be approved by the Community Coordinating Team.

Section 7.4— Committees have the power to, plan, design and schedule without the approval of the Community Coordinating Team or Council. All expenditures of funds, requests for funding or grants must be approved by the Council.

Section 7.5— Committees shall report back to the Council quarterly. Committees cannot act without a proposal and approval by the Council.

Article VIII- Meetings

Section 8.1— The general meeting of the Council shall be held, bi-monthly (starting in January), at a time and place to be designated by the Council. A quorum is required for the transaction of business at a general meeting. All Council activity will be conducted in open meetings where community stakeholders may observe discussions and participate under defined circumstances.

Section 8.2— The executive meeting of the Council shall be held, monthly (starting in January), at a time and place to be designated by the Council. A quorum is required for the transaction of business at a general meeting.

Section 8.3— An individual wishing to address the Council shall sign a "Speakers List" at the beginning of the meeting and shall be allowed 3 (three) minutes to speak.

Article IX — Procedures

Section 9.1— The most current edition of "Robert's Rules of Order" shall be the guide for procedure in all points of order not covered by the Bylaws.

Section 9.2— All letters of support must gain an approval of a two-thirds ($\frac{2}{3}$) vote.

Section 9.3— Any attendee or stakeholder who fails to maintain a respectful attitude towards fellow members of the Council and broader community may be removed by the council.

Section 9.4— The general meeting of the Super Neighborhood Council shall be held on the first (1st) Saturday of every other month (i.e. February, April, June, August, October, and December) at 10:30AM CST, at a facility within a public building or business building within the boundary area to facilitate participation.

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Article X – **Amendment of By-laws**

These Bylaws may be amended on an as needed basis by a written resolution, presented at a general meeting of the Council and approved by a two-thirds (2/3) majority vote at a general meeting of the Council where a quorum is present.