

LAZYPBROOK/TIMBERGROVE
SUPER NEIGHBORHOOD COUNCIL
STANDARD OPERATING PROCEDURES (SOPs)

Section 1. General meetings of the Lazybrook/Timbergrove Super Neighborhood Council (also referred to as SNC14) will normally be held on the 2nd Thursday of even months starting at 6:15 p.m. The actual date and location of each meeting will be proposed by the President at the end of the prior general meeting, as per Section 9.3 of the By Laws, and will be documented in meeting minutes. Any member of the Council may propose an alternate date or location of the next general meeting with the decision made by a majority vote of the Council members in attendance.

Section 2. SNC14 will establish and maintain a Web-based social media site(s) which shall be the primary means of communicating with Super Neighborhood 14 residents including general meeting announcements, meeting agendas, event notices, etc. SNC14 will also maintain a publicly-accessible site containing detailed SNC14 information, archives, committee activities, etc. As of the date of this document, SNC14 Web-based sites are:

- “Houston Super Neighborhood 14” Facebook private group (access restricted to SNC14 Stakeholders and residents as well as government/non-government entities that directly oversee/interact with SNC14)
- “b_SN14 Public Site” Google My Drive (public access)

In addition, SNC14 maintains another Google My Drive site that is accessible only to Council members and that contains shared SNC14 working files, internal documentation (master document files, annual delegate authorizations, etc.), contact information that is deemed private (i.e., personal phone numbers), etc.

Section 3. A current list of Officers, Delegates and Committee Chairs are to be posted on the SNC14 media sites within seventy-two (72) hours of any changes.

Section 4. Meeting minutes will be posted on the SNC14 media sites within one (1) week following a meeting.

Section 5. In instances when the SNC14 By-Laws make reference to a proportion of delegates (Article 3, “Quorum”; Article VII, Section 7.3; Article VII, Section 7.7; Article XI, Section 11.1), the required number of delegates is calculated by multiplying the appropriate delegate count times the required proportion,

adding 1 to the calculated number and then taking only the whole number of this result. The following are example calculations:

- Meeting Quorum when Council has 10 total Delegates: $(10 \times 1/3) = 3.33$; plus 1 = 4.33; Quorum = 4
- Majority for meeting at which 6 Delegates attend: $(6 \times 1/2) = 3$; plus 1 = 4; Majority = 4
- Majority for meeting at which 5 Delegates attend: $(5 \times 1/2) = 2.5$; plus 1 = 3.5; Majority = 3
- 2/3 Majority for meeting at which 7 Delegates attend: $(7 \times 2/3) = 4.67$; plus 1 = 5.67; Majority = 5

Section 6. The candidate nomination process for SNC14 officer elections shall be as follows:

- During the second-to-last general SNC14 meeting of even-numbered years (usually in October), the SNC14 President will announce the opening of the candidate nomination period for SNC14 officer positions. The candidate nomination period shall run through the date of the next general SNC14 meeting. The SNC14 Secretary will identify any SNC14 officer who has served two (2) successive terms in their current position and who is therefore not eligible to be a candidate for that same position.
- The opening of the SNC14 officer candidate nomination period will be posted on all SNC14 Web-based social media sites and will include a listing of office positions, a short description of officer responsibilities, officer qualification requirements (as set out in Section 7.5 of the By-Laws), the closing date for nominations and contact information in case of questions.
- Candidate nominations must be made by the individual candidate themselves and can be submitted in advance of the next SNC14 meeting by sending an email to any current SNC14 officer or delegate. Each candidate must provide their contact information, their current residential or business address and the name of the SN14 Stakeholder organization with whom they are affiliated – they may also include a short Bio of themselves as well as any other information as to why they are seeking an SNC14 officer position.
- All received nominations are to be forwarded to the SNC14 Secretary who will ensure that each candidate meets the qualification requirements of Section 7.5 of the By-Laws. The SNC14 Secretary will maintain a list of received candidate nominations and will provide the list to the SNC14 delegates.

- At the last general SNC14 meeting of even-numbered years (usually in December), the SNC14 President will open the meeting by announcing the pending closure of the candidate nomination period for SNC14 officer positions and will make a final request for any additional nominations. All qualified nominations received from the “floor” will be added to the current list of candidates. Once there are no further nominations, the SNC14 President will declare the officer candidate nomination period closed. The SNC14 Secretary will then provide the final list of candidates for each SNC14 officer position.
- Officer elections will be conducted as the final item of business at the meeting and will be in accordance with Section 7.3 of the By-Laws. Prior to election voting, candidates (if they so choose) will be allowed to introduce themselves and provide a short overview of their background and qualifications for the position that they are running for (maximum of 2 minutes speaking time per candidate).
- Election voting will be by written ballot by those SNC14 delegates in attendance at the meeting and by e-mail by those delegates in attendance via video-conference. Votes will be tabulated by the SNC14 Secretary. In the case of a tie vote for an officer position, voting will be repeated for the tied position but including only the names of the tied candidates until one candidate receives a majority vote. Election results will be presented to the SNC14 President who, upon verifying the voting results, will announce the names of the elected officers for the upcoming term.