

**NEIGHBORHOOD PLACE
COMMUNITY COUNCIL
BY-LAWS**

**ARTICLE I
Name**

The name of the organization shall be _____ Neighborhood Place Community Council, hereinafter referred to as the Council.

**ARTICLE II
Vision**

Section A. Vision

Neighborhood Places: Local communities working together to ensure healthy, educated, safe and self-sufficient families through a system of blended, accessible services in Jefferson County.

Section B. Mission¹

Neighborhood Place works with communities to provide blended and accessible health, education, employment and human services that support children and families in their progress toward self-sufficiency.

Section C. Program Goals

- Offer multiple health, education, and human services in one location thereby increasing community access.
- Assist Family Resource and Youth Service Centers as a referral source for coordinating services for clients.
- Identify and develop services that empower families and individuals to achieve self-sufficiency.
- Make families full partners in planning, implementing and evaluating services at the Neighborhood Place.

**ARTICLE III
Purpose**

Amended by the Managing Board 10/18/96, 5/16/97, 11/21/97, 8/21/98, 1/01

The purpose of the Council is to provide general guidance for the _____ Neighborhood Place by:

- Ensure opportunities for resident and provider input in planning, implementation, assessment, and evaluation.
- Assess the feasibility of the input and recommendations.
- Become and remain knowledgeable about the services offered at the Neighborhood Place and in the service area.
- Translate any community-wide priorities, established by the Managing Board, into program priorities for the community served.
- Seek opportunities for the Neighborhood Place to collaborate with other providers in the service area, maximizing all available resources to meet the needs of the residents.
- Develop a budget for any funds allocated to the Council.
- Identify gaps between services offered and services needed in the service area and making appropriate recommendations to the Managing Board.
- Participate in a decision making process which assures that programs meet the needs identified by the community or families served by the Neighborhood Place;
- Ensure that the Neighborhood Place provides services that are respectful of families and the diversity they bring.
- Participate in the evaluation of the administrator, and the assessment of programs to assure easy access to an efficient, effective system of service delivery with high levels of client satisfaction.

ARTICLE IV **Governance**

Section A -- The Council Composition

1. Each Council shall consist of between 15 and 21 members.
2. Council membership shall generally reflect the demographics of the community served.
3. All Community Council members must live and/or work in the area.

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- a.) One-third should be persons who live in the area and have received, or currently receive, services provided by the Neighborhood Place agencies.
 - b.) No more than one third of the council can be non-residents of the area.
 - c.) Staff members assigned to, or acting in supervisory capacities over staff assigned to a particular Neighborhood Place site may not serve on that site's Council. Eligible staff may be considered for membership on a Council in his/her area of residence, or in an area where he/she may have a business involvement other than that as a Neighborhood Place service provider. In no case shall staff membership on any given Council exceed 15 percent of the Council's entire membership. Neighborhood Place Administrators shall not be eligible for membership on any Council.
4. Councils, through their operating procedures, may include up to two alternate positions to serve the Council. The Alternate(s) is a non-voting position, unless the Chair has been requested by the absent member to have an alternate.
 5. Councils may select up to two Ambassador positions. This member shall be a former Council member who has all of the rights of a Council Member except the right to vote.

Section B -- Member Selection Process

1. Potential members shall be nominated using forms distributed through existing networks, such as neighborhood organizations, providers of service, and others.
2. The Managing Board will select members of the initial Council from the nominations. Thereafter, the Council will maintain itself in accordance with the principles described in these by-laws.
3. Ambassadors shall be selected by the Council by consensus or by receiving 75% of the vote of the Council members present at a duly constituted meeting.

Section C -- Terms on the Council

1. Of the initial Council members, 50% shall serve three-year terms, and the remaining members shall serve two-year terms. Thereafter, each Council member shall serve a two-year term.
2. No Council member shall serve more than two consecutive terms.
3. If a Council member has served for two consecutive terms, he/she may not serve on the Council for a period of one year. After one year and a vacancy on the Council, the individual may submit his/her name for consideration of another full term.

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4. Ambassadors shall serve for 1 year and may be re-elected. Terms of office shall coincide with those of the Council.

Section D -- Operating Procedures

1. Quorum

A quorum shall exist when fifty-one percent of the membership is in attendance.

2. Meetings

The Council Chair shall call for a meeting a minimum of one time each quarter of the year. The Chair must call a meeting if five Council members request it.

3. Attendance

Members are expected to be in attendance at all meetings. If a member cannot attend a meeting, the member is to call the Chair or Chair's designee to report the proposed absence and indicate if an alternate is requested.

4. Making Decisions

Decisions of the Council shall be made by majority vote if a consensus on the issue cannot be reached. The chairperson shall vote only in case of a tie.

Proxies to vote shall be permitted. The designee voter must possess written authorization to vote on a specific issue for the council member. Proxies shall be limited to voting only.

No Council member may participate in the discussion or vote on any matter which will, or could potentially be of a monetary benefit to him or herself, or to any immediate family or household member. A member shall disclose any possible monetary benefit as noted above. A member must also disclose any current affiliations, or affiliation in the past 12 months, of her/himself, or of any immediate family or household member, as staff, officer, board member, or owner of any organization which may receive monetary benefits through the Council.

5. Removal of Council Members

Members who are absent without excuse for three consecutive meetings during a 12-month period shall be automatically removed from the Council. After the second consecutive unexcused absence a letter shall be sent to the member inquiring as to their desire to remain on the Council and to inform them that they shall be removed from the Council after the third consecutive unexcused absence.

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6. Council Vacancies

If a vacancy occurs on the Council, the Nominating Committee shall submit nominations to the Community Council to fill the vacancy. Council members who have served two consecutive terms, are not eligible for nomination until at least one year has passed.

A Council member who moves out of the area or no longer works in the area may petition the Community council to remain on the Council until June 30.

ARTICLE V Officers and Staff

Section A -- Title and Duties of the Officers

The officers of the Council shall be a chairperson, vice chairperson, secretary, and a representative to the Managing Board. To ensure community leadership, the chairperson may not work at the Neighborhood Place, or be a direct or indirect supervisor of staff at Neighborhood Place.

1. The Chairperson shall preside at all Council meetings and appoint all standing committees. If requested, the Chair shall notify an alternate of a pending absence of a Council member.
2. The Vice-Chairperson shall, in the absence of the chair, perform all duties of the Chair.
3. The Secretary shall be responsible for notifying all members of meetings. Additionally this officer is responsible for recording, distributing, and maintaining the minutes of all Council meetings.
4. The Representative to the Managing Board shall serve as the liaison between the Council and the Managing Board.

Section B -- Term of Office

The term of office for members of each site's first Council shall begin at the first meeting following the opening of the center. Within the first two (2) years of operation, the Council shall move to a July 1 through June 30th cycle for terms of office.

Officers are elected for a term of one year. No officer shall serve more than two consecutive terms in the same office.

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Section C -- Election of Officers

The Council shall elect its officers from among its membership.

Section D -- Council Staff

The Administrator of the Neighborhood Place shall serve as staff to the Council.

Section E. -- Removal from Office

An officer of the Community Council may be removed from office by a 2/3 vote of the Council's membership.

ARTICLE VI
Committees

Section A. -- Establishing Committees.

The Council may choose to create and appoint committees as established by Community Council policies. Committee members do not have to be members of the Council; however, every committee chairperson shall be a Council member.

Comment [JC1]:

The Council Chair shall appoint the chair of all committees except the Nominating Committee which will select its own chair.

Section B. -- Nominating Committee.

The Nominating Committee is responsible for developing methods for seeking new Council members, finding qualified candidates for officers and for filling Council vacancies.

ARTICLE VII
Nondiscrimination

The officers, members of the Managing Board, committee members, and persons served by Neighborhood Place shall be selected entirely on a nondiscriminatory basis with respect to age, disability, ethnicity, familial status, gender, national origin, race, religion, sexual orientation, and all other categories provided nondiscriminatory treatment by law, statute, or ordinance.

ARTICLE VIII
By-Law Amendments

The Council shall submit recommendations for by-law amendments to the Managing Board for review and adoption.

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ARTICLE IX
Dissolution

The Neighborhood Place Managing Board may dissolve the Council by two-thirds majority vote.

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