



Meeting Date: 02/27/07

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: <sup>D.H.</sup> Donna Helms Agenda Item No. I-2

Reviewed By: City Manager City Attorney Finance SW Other (Specify) \_\_\_\_\_

DATE: February 14, 2007

TO: City Council

FROM: Donna Helms, Neighborhood Services Coordinator  
City Manager

SUBJECT: Neighborhood Council and INCF Bylaws Revisions

**RECOMMENDATION**

That City Council adopt a resolution adopting revised bylaws for the Neighborhood Councils and the Inter-Neighborhood Council Forum as recommended by the Inter-Neighborhood Council Forum (INCF).

**DISCUSSION**

In 2004, the INCF established a Bylaws Committee to review the current Neighborhood Council bylaws and INCF bylaws and to formulate recommended revisions to both sets of bylaws. The bylaws of the Neighborhood Council and the INCF have not been amended since 1999. Several portions of those bylaws were ambiguous, confusing and, in some cases, contradictory. The 2004, 2005 and 2006 Bylaws Committee met on numerous occasions over a thirty-two month period to carefully review the bylaws and make recommended revisions.

Members of the Bylaws Committee included Herb Smith, Acting Chair of Sierra Linda Neighborhood Council; Jean Joneson, past INCF Chair and former Chair of Windsor North Neighborhood Council; Joe Avelar, present INCF Chair and Chair of Lemonwood Neighborhood Council; and Bert Perello, Chair of Southbank Neighborhood Council. Roberta Walton, past Chair of the Southbank Neighborhood Council, was instrumental as the Bylaws Committee Chairperson for over two years before retiring to Emory, Texas.

After the Bylaws Committee completed its recommended revisions, the draft bylaws were forwarded to the City Attorney who suggested additional modifications. Next, the bylaws as revised by the Bylaws Committee and the City Attorney were distributed to all neighborhood councils for review. Over a four

month period input was provided by neighborhood councils. That input was then reviewed by the Bylaws Committee and the City Attorney. Most of the suggestions of the neighborhoods were incorporated into the Neighborhood Council and INCF draft bylaws. The final draft of the bylaws including the neighborhoods' input was distributed to the neighborhood councils for review.

On July 12, 2006, the revised Neighborhood Council bylaws were reviewed by the INCF Executive Board. On September 6, 2006, the Neighborhood Council bylaws were presented to the INCF general membership for action. At that meeting the INCF general members voted to approve the Neighborhood Council bylaws as presented.

On October 11, 2006, the revised INCF bylaws were reviewed by the INCF Executive Board. On November 1, 2006, the INCF bylaws were presented to the INCF general membership for action. At that meeting the INCF general members voted to approve the bylaws as presented, and to send both the Neighborhood Council and INCF bylaws to the City Council with a recommendation for approval.

The bylaws of the Neighborhood Council and the INCF are attached as Exhibits A and B respectively to the resolution. The INCF, the Bylaws Committee and City staff recommend that these Neighborhood Council bylaws and the INCF bylaws be approved by City Council.

#### **FINANCIAL IMPACT**

There are minimal costs to the City associated with approving the Neighborhood Council and INCF bylaws. These costs are for printing and mailing the approved bylaws and should not exceed \$250. There are sufficient funds in the Neighborhood Services Program to cover these costs in account number 101-5201-804-8102.

dmh

Attachment #1 - Resolution Adopting Bylaws

Note: The Neighborhood Council Bylaws and INCF Bylaws have been provided to the City Council. Copies are available for review at the Circulation Desk in the Library after 6:00 p.m. on the Thursday prior to the Council meeting and at the City Clerk's Office after 8:00 a.m. on Monday.

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