



Meeting Date: 09/25/07

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: Donna Helms *D.H.* Agenda Item No. I-1
 Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance *[Signature]* Other (Specify) _____

DATE: September 14, 2007

TO: City Council

FROM: *Donna Helms*
Donna Helms, Neighborhood Services Coordinator
City Manager's Office

SUBJECT: Neighborhood Council and INCF Bylaws Revisions

RECOMMENDATION

That City Council adopt a resolution approving 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, 2006 and 2007 Bylaws Committee met on numerous occasions over a thirty-seven month period to carefully review the bylaws and make recommended revisions.

In general, there were grammar and formatting changes to provide better clarity and understanding. Many sections previously summarized in paragraphs are now enumerated. Several of the most significant INCF Bylaw changes included adopting the same Orderly Conduct at Meeting Guidelines as utilized for City Council meetings; the ability of any Neighborhood Council General Member to act for the NC Chair at an INCF General Membership meeting; limiting Standing and ad hoc committees to only three (3) to (5) five members for better manageability and protection against Brown Act violations; and most importantly, a roll call vote will no longer be used for the election of INCF Executive Board members. Election of the Executive Board members will be by ballot vote, opened and tallied in open session with the name of each neighborhood, neighborhood representative, and how each representative voted.

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Members of the Bylaws Committee included Herb Smith, Acting Chair of Sierra Linda Neighborhood Council; Joe Avelar, present INCF Chair and Chair of the Lemonwood Neighborhood Council; Bert Perello, Chair of Southbank Neighborhood Council; Michelle Smith, Chair of the Blackstock South Neighborhood Council; Edward Castillo, Acting Chair of the Sea Air Neighborhood Council; and Jean Joneson, past INCF Chair and former Chair of Windsor North 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 neighborhood councils were incorporated into the Neighborhood Council and INCF draft bylaws. The final draft of the bylaws including the neighborhood councils input was distributed to the neighborhood councils for review.

On June 13, 2007, the revised Neighborhood Council Bylaws were reviewed by the INCF Executive Board. On August 1, 2007, 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 June 13, 2007, the revised INCF Bylaws were reviewed by the INCF Executive Board. On August 1, 2007, 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.

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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