# Bylaws of Palo Verde Park Neighborhood Association

This Association is formed to provide open channels of communication for the residents of the Palo Verde Park Neighborhood so that they may collaboratively:
• make informed decisions
• identify solutions
• have a greater voice in shaping their neighborhood, and
• advance issues that affect the quality of life for residents in this area

**Article I. Name and boundaries.**
a) The name of the association shall be Palo Verde Park Neighborhood.
b) The association shall encompass the areas bounded on the north by Broadway; East by Kolb Road; West by Wilmot Road; South by 22nd Street.

**Article II. Membership**.
a) The membership of this association shall be residents, property owners or businesses within the neighborhood.
b) A voting member shall be a household or business within the boundaries of the neighborhood. Each household or business within the neighborhood shall be entitled to one vote.
c) Dues are voluntary and will be determined by the voting members. If collected, yearly dues will have a clearly articulated purpose.
d) Membership shall not be denied on the basis or views or opinions contrary to the goals and purposes of the association.

**Article III. Officers**.
 The voting members of the neighborhood association shall nominate and elect a Neighborhood Council, who will then determine who shall serve as the officers of the association, which include:
• President
• Vice President
• Secretary
• Treasurer
Terms are for one year. Each officer shall serve for the standard term of one year and may serve consecutive terms if elected at subsequent annual meetings.
The duties of each office are as follows:
a) The President shall call and preside at all meetings, shall act for and on behalf of the membership of the association and shall serve as official spokesperson for the association. The president shall have the power to appoint committees to implement the purposes of the charter and shall be an ex-officio member of all committees.
b) The Vice President shall, in the absence of the President, assume the duties of that office and shall be responsible for publicity and notification of meetings of the association.

c) The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The Secretary shall transcribe the minutes of each meeting and shall maintain a copy, as well as submit a copy of these minutes to the City.

d) The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for membership.

e) In addition to the Officers elected at large, there shall be six area Zone Delegates serving as voting members on the board and who will assist in gathering and disseminating information critical to the purpose of this association.

Although every effort will be made to ensure that one delegate shall come from each of the six subdivisions within the neighborhood, that is a preference and not a requirement. The subdivisions include:

• Riviera Estates
• Old Pueblo Estates
• Mañana Vista Yale Estates
• Miramonte Terrace and
• Glen Heather Estates

f) The Officers of the association, together with the zone delegates, constitute the Neighborhood Council.

g) Any member of the Neighborhood Council can be removed from office for cause by a majority vote of the voting members after a special meeting has been requested at least 14 working days in advance.

**Article IV. Meetings.**

Meetings are to be held monthly for regular business, except by a vote of the Neighborhood Council. The Annual Meeting shall be held during the month of January at a time and place designated by the President. The first order of business shall be to elect the Neighborhood Council.

Additionally:

a) A special meeting may be petitioned at any time with the support of two of the voting members.

b) A quorum of voting members is necessary to proceed with a meeting.

c) At least 14 days notice shall be provided in advance of any association meeting, barring any item of critical need, and an agenda shall be posted for public review at that time on the association website.

d) All meetings shall be public and open to any interested persons.

**Article V. Nomination, elections, annual reports and installation of officers**

a) Nominations of officers shall be made from the floor at the annual meeting.

b) Election of officers shall be held on the same day as nominations.

c) Upon installation of the officers, whose terms begin at the close of the annual meeting, any materials and documentation pertaining to the duties of the office and in the possession of the

outgoing officers, shall be submitted to the newly elected counterpart within 14 days of the installation.

d) Any vacancies occurring during the year of any voting member shall be filled by appointment with a majority vote of the Neighborhood Council.

**Article VI. Fiscal responsibility.**
   a) Expenditure of neighborhood association funds shall only be made with the <span style="color:red">approval</span> of at least:
   • two voting members of the Neighborhood Council and
   • the Treasurer
   **b)** Financial records of the association shall be audited once a year by a committee of two voting members of the Neighborhood Council appointed by the President.

**Article VII. Amendment of Bylaws.**
a) The bylaws may be amended by a majority vote of the Neighborhood Council.
b) Proposed amendments shall be sent to all voting members at least seven working days in advance of the meeting where action is to be taken.

**Article VIII. General.**
 a) Robert's Rules of Order shall govern meetings.
b) One person speaks at a time, to allow for respectful listening.
c) No derogatory remarks of others will be tolerated.
d) If any of these bylaws or the application thereof is held invalid or unenforceable, the remainder shall not be affected thereby and only the affected portions shall be declared eliminated.
e) No officer or voting member shall have any financial liability for the Association.