

PARK SANTIAGO NEIGHBORHOOD ASSOCIATION BY-LAWS: Proposed Revisions Ballot

NOTE: Proposed changes are marked in bold, black in the original, with proposed new wording italicized in parentheses at the end of the section. These proposed changes will show in purple if viewed in color. Ballot questions are underlined.

BALLOT DIRECTIONS: Please mark your choices on the ballot (last) page, using the following pages for reference. If you are voting from home, please print only the last page and drop it off at the PSNA meeting Sept. 7 (7 p.m., Santiago Park Lawn Bowling Clubhouse at North Valencia Street). One ballot per household, please!

1. In Articles I, IV, V and X shall the terms "**Association or PSNA**" and "**Association**" be changed to ("**PSNA**")?

2. In ARTICLE II PURPOSE (GOALS), shall the following changes take place?

To Preserve and enhance... **Act as communications vehicle to represent the neighborhood to outside agencies and vice versa.** (Change to: *Act as a communications vehicle to represent the neighborhood to government agencies, organizations and businesses.*)

3. In ARTICLE V, shall the following changes take place?

... serve as point of contact with **outside agencies** and organizations. **The Executive Board oversees and guides the General Board.** (Replace "outside agencies" with "government agencies and businesses." Remove "The Executive Board oversees and guides the General Board." Add a comma after "delegate responsibilities.")

4. In ARTICLE VII, shall the following changes be made?

The President presides over the Board, General Board and Association meetings. (Change to: *Executive Board, General Board and PSNA meetings.*) The President is the official point of contact. (Add: *The President is responsible for coordinating publications of schedules and events with all neighborhood media sources, such as the newsletter editor, web master, and electronic-news editor.*) The President attends the Santa Ana Community Linkage meetings. (Delete this sentence.)

5. In ARTICLE VII, shall the following changes be made?

The Vice President presides over the Board, General Board and Association Meetings in the absence of the President and performs other duties as assigned by the President. (Change to: *The Vice President performs all duties of the President if the President is absent or resigns. Should attend monthly Comm-Link meetings or select an alternate board member to do so.*)

6. In ARTICLE VII, shall the following changes be made?

The Secretary maintains the **Association records, committee list and chairs, minutes and agendas of all meetings.** (Change to: *PSNA records, committee lists and chairs, and minutes and agendas of all meetings; takes roll, determines voting eligibility and if Quorum is present.*) The Secretary is responsible to coordinate publication of schedules and events with the Newsletter and Communication Committees. Takes roll, determine voting eligibility and if Quorum is present. (Change: *Delete last two sentences*)

7. In ARTICLE VII, shall the following changes be made?

The Treasurer maintains the financial records, prepares the financial reports and presents it at Board, General Board and Association meetings, and maintains records of membership donations. (Change to: *and keeps the Executive Board, General Board, and PSNA apprised of PSNA's finances.*)

8. In ARTICLE VII, shall the following changes be made?

Quadrant Reps (Change to: *The Quadrant Reps*) will act as collection sites for any neighborhood survey/poll. Will organize communications in their Quadrant. **Attend General Board meetings (voting).** (Change to: *They are voting members of the Board.*)

9. In ARTICLE VIII, shall the following changes be made?

In the event that there is a vacancy of an office, a temporary officer or Quadrant Representative may be appointed by the Board until the term of office is completed (See Article XVIII). If term limits are imposed by Congress, then the Board will follow suit. (Change to: *In the event that there is a vacancy of an office, an officer or quadrant representative may be appointed by the board until the term of office is complete.*)

10. In ARTICLE IX, shall the following change be made?

DECLARATION & ELECTION: *(Change to: Declaration and Election)*

11. In ARTICLE IX, shall the following change be made?

Section 1: Election & By-Laws Committee *(Change to: Elections)*

12. In ARTICLE IX, shall the following change be made?

The facilitators of the election will consist of two or more non-running members. Declaration-and election process of officers is the responsibility of the Election & By-Laws Committee. Declaration of new officers shall be solicited from the membership in August or September newsletter/flyer. *(Change to: The facilitators of the election will consist of two or more non-running members who agree to facilitate at the annual election).*

13. In ARTICLE IX, Section 2, shall the following change be made?

2. To run for President, the candidate must have also previously held a committee chair, or other office in the PSNA or the former Northeast Association, or been an officer of either. Declarations-shall be submitted to the Election & By-Laws Committee and published in the October Association newsletter and/or flyer. Election of new officers shall be by a vote of the Association membership. Exact dates will be set by the board with the following guidelines: *(Change to: Delete most and change to 2. To run for President, the candidate must have previously held a committee chair or other office in the PSNA.)*

14. In ARTICLE IX, Section 2, shall the following changes be made?

1. Allow one week between a "meet the candidates meeting" and the actual election.
2. Allow three(3) weeks between close of declarations acceptance and any "meet the candidates" meeting.
3. Publish all dates in the newsletter that announces the declaration/election.
4. The election shall be held before the end of November. *(Change to: Delete items 1-*

3. Change #4 to 3. The election shall be held before the end of November, and advertised at least one month in advance by electronic or print newsletter, website, and sandwich boards or other media.)

15. In ARTICLE IX, Section 4, shall the following change be made?

Section 4: Timing

Dates shall be set and adhered to for accepting declarations, these names will be posted as received, at the place of declaration. Timeline: August/September for declarations. Election meeting in November. *(Change to: Delete Section 4 entirely.)*

16. In ARTICLE IX, Section 5, shall the following change be made?

Section 5: Validity

A list of addresses will be used to check off those who have voted by absentee ballot. As ballots are handed out at the election meeting, the voter's address will be checked off. Election and absentee ballot procedures will be recommended by the Election & By-Laws Committee and approved by the Board. *(Change to: Delete entire section.)*

17. In ARTICLE IX, Section 6, shall the following changes be made?

Section 6: Transfer to New Board: *(Change to: Section 4)*

Between the November election and January 1...The first meeting in January should include a formal "turnover" ceremony. *(Change to: delete this sentence.)*

18. In ARTICLE X, shall the following change be made?

The Board establishes eight standing committees. Committees may be established or dissolved by the Executive Board. Each Committee is presided over by a committee chair. Committees ELECT their own chair at the 1st meeting after elections. Each committee may appoint co-chairs as necessary to conduct committee business. All Committee expenditures shall be approved in advance by the General Board. Any moneys collected in the name of the Association or from Committee activities shall be reported to the Treasurer and deposited in the Association's general fund. *(Change to: The Board establishes the standing committees. Committees may be established or dissolved by the Executive Board. Each committee is presided over by a committee chairperson.)*

19. In ARTICLE X, shall the following addition be made?

Budget Committee: Shall prepare or review the yearly budget for Board Approval.

20. In ARTICLE X, shall the following addition be made?

Community Preservation Committee: Shall act as the liaison to the city's code enforcement division to maintain the integrity and character of the neighborhood.

21. In ARTICLE X, shall the following change be made?

Communications Committee: Distributes the Association's newsletter, flyers, and other notices to the Association membership with regards to meetings, declarations, elections and other special events. This committee is responsible to coordinate all respective committee communications needs. *(Change to: Media Communications Committee: Includes a web master who will maintain website with up-to-date and pertinent information; an electronic-news coordinator who will send out pertinent email updates between print newsletters; and volunteers who will coordinate any other reasonable method of neighborhood communication, such as a Facebook page and sandwich boards.)*

22. In ARTICLE X, shall the following committee be deleted?

Hoover Linkage Committee

23. In ARTICLE X, shall the following committee be deleted?

Election & By-Laws Committee

24. In ARTICLE X, shall the following change be made?

Newsletter Committee: Develops newsletter and flyers as directed by the General Board on an as needed basis. Chair solicits approval of content from the General Board. Publishes newsletter at least twice a year. Coordinates with and solicits articles from all committee chairs. Coordinates delivery of newsletter and flyers with Communications Committee. "Opinion" or "Editorial" articles may be published as long as they are CLEARLY marked as such. "Pro" and "Con" articles on an issue may be published as long as both (or all) sides are published in the SAME issue. The newsletter committee chair is the final arbiter of size and content. *(Change to: Newsletter Committee: Editor develops newsletters and flyers as directed by the General Board on an as-needed basis. Publishes newsletters up to four times a year or as needed. Coordinates with and solicits articles from the Board and all committee chairs. Coordinates delivery of newsletters and flyers.)*

25. In ARTICLE X, shall the following change be made?

Santiago Park Committee: ...*Coordinates with Neighborhood Watch the security needs of the park...* *(Change to: Delete sentence.)*

26. In ARTICLE X, shall the following change be made?

Traffic & Development Committee: ...Keeps the General Board **appraised**... *(Change to: apprised)*

27. In ARTICLE X, shall the following change be added?

(Parliamentarian Committee: The immediate past president or an appointed designee by the President whose duty is to make sure the meeting is conducted smoothly and efficiently.)

28. In ARTICLE XI, shall the following change be made?

General dues are intended to cover the costs of meeting facility rentals, postage, stationary, photocopying, newsletters, signs, flyers, graphic supplies, PO Box fee, welcome baskets, event expenses, and other costs that may arise and as approved by the General Board. Dues are strictly voluntary and will be solicited annually from each household. Suggested dues are as follows:

Regular Household: \$10.00

Senior Citizen Household: \$5.00

Sponsor \$50.00

Sponsors will be acknowledged in neighborhood newsletters. Specific donations may be solicited to help defray the costs of specific events and hall rentals for meetings.

(Change to: Voluntary donations are intended to cover the costs of PSNA expenses.)

29. Shall the following changes be made to ARTICLE XII, CARE OF FUNDS?

The Association's funds shall be maintained in one or more bank account(s) in the name of the Park Santiago Neighborhood Association. The President, Secretary, and Treasurer shall be co-signatories to the bank account(s). The signatures of two signatories shall be required for the use of funds. The General Board will develop and approve financial procedures and guidelines as necessary.

(Change to: The PSNA's funds shall be maintained in a local bank account in the name of the Park Santiago Neighborhood Association. The President, Secretary, and Treasurer shall be co signatories to the bank account. The General Board and Budget Committee will develop a budget.)

30. Shall the following changes be made to ARTICLE XII ASSOCIATION MEETINGS?

Regular meetings of the Associations will be held a minimum of twice a year and as need is determined by the General Board. One of the regular meetings will be a round-table discussion with a table for each committee. Association meetings will be announced in the neighborhood newsletter and may also be advertised to each household via a flyer.

(Change to: General meeting of the PSNA will be held a minimum of twice a year and as needed as determined by the General Board. PSNA meetings will be announced in the neighborhood newsletters and via any forms of communication used by the Media Communications Committee.)

31. Shall the following changes be made to ARTICLE XIII GENERAL BOARD MEETINGS?

General Board meetings shall be held at least every other month beginning in January. The dates and locations of General Board meetings will be published in the newsletter. Neighborhood residents are welcomed to observe. Voting membership in the General Board is restricted to the elected officers and quadrant reps. Maintaining voting eligibility for purposes of quorums is detailed in Article XVII. At each scheduled or special General Board meeting the Secretary will call roll, record attendance and determine voting eligibility for THIS meeting. The secretary will inform the Chair as to whether or not a quorum is present.

(Change to: General Board meetings shall be held at least every other month beginning in January and publicized via newsletter and/or Media Communications Committee. Neighborhood residents are welcome to observe. Voting in the General Board meetings is restricted to the elected officers and quadrant reps.)

32. Shall the following changes take place to ARTICLE XVII QUORUMS?

Section 0: *(Change to: Section 1)*

If a quorum is not reached, NO ASSOCIATION business can be conducted. **The only motion acceptable is "to adjourn to the next scheduled meeting"** *(Change to: The acceptable motion is to "adjourn to the next scheduled meeting." Under exceptional circumstances when there is an urgent need, quorum may be established and a vote taken via electronic media.)*

33. Shall the following changes take place to ARTICLE XVII QUORUMS?

Section 1: Executive Board

Three of the four Elected officers. The Secretary or the Secretaries' designated alternate must be present to take minutes.

Section 2: General Board

50% + 1 person of the eligible voting members including 3 of the 4 Elected officers. To maintain voting eligibility on the General Board a member must have attended the "previous" meeting or at least 50% of the "scheduled" meetings to date. ALL are considered eligible for the first two scheduled meetings.

(Change to:

Section 2: Executive Board

Two of the current Executive officers must be present. The secretary or the Secretary's designated alternate must be present to take minutes. "Current Executive officer" is defined as any officer who has not missed two or more consecutive general board meetings.

Section 3: General Board

50% of all current Quad Reps must be present. "Current Quad Rep" is defined as any elected or appointed Quad Rep who has not missed two or more consecutive board meetings.)

PSNA BYLAW CHANGES BALLOT

DIRECTIONS: The number of each proposed PSNA bylaw change is below. Please mark "yes" if you agree with the proposed change and "no" if you don't. Please see ballot reference pages for further directions and information.

1. YES NO
2. YES NO
3. YES NO
4. YES NO
5. YES NO
6. YES NO
7. YES NO
8. YES NO
9. YES NO
10. YES NO
11. YES NO
12. YES NO
13. YES NO
14. YES NO
15. YES NO
16. YES NO
17. YES NO
18. YES NO
19. YES NO
20. YES NO
21. YES NO
22. YES NO
23. YES NO
24. YES NO
25. YES NO
26. YES NO
27. YES NO
28. YES NO
29. YES NO
30. YES NO
31. YES NO
32. YES NO
33. YES NO