

BRIAR FOREST SUPER NEIGHBORHOOD COUNCIL BYLAWS

Article I. - Name

The name of the Council shall be the Briar Forest Super Neighborhood Council.

Article II. - Boundaries

The Briar Forest Super Neighborhood is generally bounded by Gessner Rd. to the east; Buffalo Bayou to the north; Dairy Ashford Rd. to the west; and Westheimer Rd. to the south.

Article III. Purpose

Section 3.1 - The purposes for which this Super Neighborhood Council is organized shall be to promote the civic betterment and social welfare and well-being of those certain residents, business and property owners and other stakeholder groups within the boundaries of the Briar Forest Super Neighborhood area, to promote and engage in the activities for their use and benefit. These organizations within the Briar Forest area being situated in Houston, Harris County, Texas, and being that area identified in Article II (Boundaries).

Section 3.2 - The Briar Forest Super Neighborhood Council is organized exclusively for one or more of the purposes specified in Section 501c(4) of the Internal Revenue Code, or corresponding section of any future federal tax code, and an application may be filed with the Internal Revenue Service for the 501c(3) or 501c(4) non-profit status, if and when so determined by the Super Neighborhood Council.

Section 3.3 - The general purpose and power of the non-profit corporation once established are to have and exercise all rights and powers conferred on non-profit corporations under the Texas Non-Profit Corporation Act and other laws of Texas, of those powers which may hereinafter be conferred, and (i) to seek a consensus and provide citizens with opportunities to advise the City Council on issues important to each neighborhood; (ii) undertake a wide range of neighborhood improvement projects determined by the members; and (iii) with the cooperation from the City of Houston, identify and develop solutions to mutual problems.

Article IV. - Membership

Section 4.1 - The Briar Forest Super Neighborhood Council shall be open to any civic, business, faith-based, non-profit, or other community-based organizations that are stakeholders in the Briar Forest Super Neighborhood boundary and that attend regularly. The Briar Forest Super Neighborhood Council shall consist of one duly designated representative of each eligible organization. A stakeholder shall be an active **and** participating organization within the Briar Forest Super Neighborhood boundary, as defined in Section 5.4 or as amended per Section 5.2.

Section 4.2 - Participation in the Briar Forest Super Neighborhood Council shall not be limited by the imposition of membership requirements or fees either by the Super Neighborhood Council or participating organizations.

Section 4.3 - The Briar Forest Super Neighborhood prohibits the exclusion of any individual or organization based on race, age, creed, color, religion, gender, sexual orientation or national origin from

participating in super neighborhood council activities or serving as a council member.

Section 4.4 - It shall be the right of any stakeholder within the super neighborhood to be represented, either through new or existing organizations.

Article V. - Council Seats

Section 5.1 - A delegate must be a designated stakeholder representative of the group they represent.

Section 5.2 - The number of seats and the manner in which they are elected may be amended in the same manner as the by-laws may be amended.

Section 5.3 - Each group, organization, or entity with a seat on the Super Neighborhood Council shall be allowed one vote which shall be cast by the stakeholder delegate or in his/her absence, by the designated alternate. Each represented stakeholder on the Briar Forest Super Neighborhood Council shall provide the Council with an authorization letter indicating their elected/appointed delegate and alternate delegate on a yearly basis at the annual meeting. Letters for the initial Council are not due until the Council’s August meeting.

Section 5.4 - The Briar Forest Super Neighborhood Council consists of the following *active and participating* stakeholders with each having one vote. These representative stakeholders are for the purpose of initiating the Super Neighborhood Council and by-laws and shall not be construed as limiting the number of representatives/stakeholders eligible to participate.

April Village Community Association, Inc.
Ashford Community Association, Inc.
Ashford Hollow Community Improvement Association, Inc.
Briargrove Park Property Owners, Inc.
Briarwood School
Epemay Community Association, Inc.
Executive Row Town Home Subdivision
Heathlake Community Association, Inc.
Houston Independent School District
Lakeside Commercial Community Improvement Association, Inc.
Lakeside Country Club
Lakeside Estates Townhouses Association
Lakeside Improvement Association, Inc.

Northbriar Community Association, Inc.
Northbriar Security Cooperative
Riverview Place Community Improvement Association
Shadowbriar Community Association, Inc.
Southbriar Community Association, Inc. Village Place Community Association, Inc. Village Place Townhomes Association, Inc. Village West Community Association, Inc. Walker’s Mark Community Association Walnut Bend Home Association, Inc.
West Belt Town & Country Townhomes Westchase District
At-Large Position #1 - Selected annually by a two-thirds vote of a quorum of the Council.
At-Large Position #2 - Selected annually by a two-thirds vote of a quorum of the Council.

Article VI. - Officers

Section 6.1 - The elected officers of the Briar Forest Super Neighborhood Council shall be the president, vice-president, secretary, and assistant secretary. The elected officers must be Council delegates. The elected officers of the Briar Forest Super Neighborhood Council shall also be referred to as the Executive Committee.

Section 6.1.1 - The Executive Committee shall schedule and convene Briar Forest Super Neighborhood Council meetings and between meetings of the Council, act for the Council to approve and set policies; evaluate projects; communicate with City government and Council members; communicate with the City Liaison Super Neighborhood Coordinator; promote participation in City governance; and establish committees to carry out these and other functions as needed.

Section 6.2 - The president shall preside over all general meetings and any executive committee meetings. The president shall have the authority to conduct meetings and to maintain order.

Section 6.3 - The vice-president shall preside at meetings in the absence of the president. This office shall assist the president and shall perform various duties as assigned by the president.

Section 6.4 - The secretary shall keep an accurate record of proceedings of all general meetings, attend to correspondence, act as custodian of current records, and file and maintain up-to-date membership lists and attendance records.

Section 6.5 - The assistant secretary shall assist the secretary in all relevant duties and shall perform various duties as assigned by the president and/or secretary.

Section 6.6 - The treasurer shall keep an up-to-date record of all financial transactions, receive all money, and deposit funds in the bank. This officer shall disburse money as authorized by the Council. The treasurer shall present a report of finances at each general meeting of the Council. Checks disbursed shall contain the signatures of two of the following: president, or vice president, and the treasurer.

Section 6.7 - All officers, excluding the president and assistant secretary of the initial Council, shall be elected to two year staggered terms at the regular annual meeting by quorum of the members of the Council. The president and assistant secretary will serve one-year initial terms, followed by two-year terms, thereof. Officers shall be installed at the first general meeting in June of each year.

Section 6.8 - Officers shall be limited to serve two (2) successive terms.

Section 6.9 - All officers shall be elected by a simple majority of the Council, which shall be announced no later than the meeting prior to when elections are held and shall be part of the agenda for that meeting, published to the membership via the current email list for delegates and interested parties maintained by the Secretary; if feasible, it shall also be published in the current website for the Council.

Section 6.10 - A vacancy in an office shall be filled by a special election, consistent with the procedures detailed in Section 6.9. Officers elected to fill vacancies shall assume office at the first general meeting following the special election and shall hold office until the next regular installation of officers.

Section 6.11 - Any officer, who fails to meet the obligations and responsibilities of their office, may be removed from office by a two-thirds majority vote of the Super Neighborhood Council.

Article VII. - Committees

Section 7.1 - Committees shall be established by the Super Neighborhood Council as the need arises to pursue its stated purposes. Committees shall include at least three members.

Section 7.2 - Committee chairpersons shall be appointed or removed by the executive committee.

Section 7.3 - Committee members shall be appointed by the committee chairperson with the approval of the executive committee.

Section 7.4 - Committee chairpersons and committee members need not be Council members, however, they must be affiliated with stakeholder or potential stakeholder organizations and approved by the executive committee.

Article VIII. - Meetings

Section 8.1 - The general meeting of the Super Neighborhood Council shall be held at a time and place to be designated by the Super Neighborhood Council and will be conducted where community stakeholders may observe discussions and participate under defined circumstances, but no less than four times per year and, preferably, in-person and the third Tuesday of each month at 7 :00 P.M. Central, excluding July and December. Meetings may be held virtually through any commonly acceptable means, if necessary and if announced two weeks in advance.

Section 8.2 - One-third of the duly designated Super Neighborhood Council members shall constitute a quorum for the transaction of business at a general meeting.

Article IX. - Procedures

“Robert’s Rules of Order” shall be the guide for procedure in all points of order not covered by the By-laws.

Article X. - Amendment of By-Laws

These By-laws may be amended from time to time on an as-needed basis by resolution in writing, presented at a general meeting of the Briar Forest Super Neighborhood Council. Amendments of the bylaws will be read and approved by a simple majority of the Council present at the next general meeting.