

Central Southwest

Article I

1.1 – The name of the Council shall be **SN 40, Central Southwest Super Neighborhood Council (SNC)**. It may be referred to as SN 40 or Central SW SN.

Article II – Boundaries

2.1 The Central Southwest Super Neighborhood is generally bound by Holmes Road to the north, Hwy 288 South to the east, Beltway 8 South and the city limit to the south and Hillcroft Street to the west. **Article III –**

Definitions

The following definitions pertain to terms contained within Central Southwest Super Neighborhood ByLaws:

Super Neighborhood (SN)– shall refer to the conglomeration of smaller, contiguous communities grouped together that fall within the boundaries set forth in Article II above.

Super Neighborhood Council (also referred to as Council, SNC) – shall refer to the group of Delegates appointed in the manner stated in these By-Laws to represent the Stakeholders existing within the Super Neighborhood boundaries cited in **Article II** above. The make-up and voting authority of the Council is set forth in subsequent provisions herein.

Stakeholders – shall refer to representative groups and/or organizations residing in, operating in or owning property within the Super Neighborhood boundaries cited in **Article II**. Only groups can be Stakeholders; no individual may be a Stakeholder. Stakeholders shall be recognized as either:

- Residential Stakeholder: organizations representing residential communities comprised of singlefamily houses, townhouses, condominiums or apartments, including but not limited to, civic clubs, neighborhood associations, homeowners' associations (HOA), etc.
- Non-Residential Stakeholder: organizations representing businesses, churches, schools, nonprofits, etc.

Active and Participating Stakeholders – shall refer to those Stakeholders appointing a Delegate(s) in accordance with these By-Laws to represent their community or organization on the Council. Active and Participating membership of a Stakeholder requires meeting attendance. One unexcused SN meeting absence by a Stakeholder will result in loss of voting privilege and the exclusion of the Stakeholder's Delegate(s) in the count towards a Quorum. Stakeholders will regain active status after attending one meeting if 3 consecutive meetings have been missed.

Delegate – shall refer to the individual appointed as a designated Stakeholder representative to the Council, in the manner set forth in these By-Laws.

Quorum – a Quorum of the Council shall consist of a simple majority, 50% plus 1, of the duly designated Delegates of Active and Participating Stakeholders in attendance.

Article IV – Purpose

3.1 – The purpose of the Central Southwest Super Neighborhood Council shall be to promote the civic betterment, social welfare, and well-being of those residents, businesses, organizations, and property owners within the Central Southwest Super Neighborhood Boundaries, and to promote and engage in activities for their use and benefit. All such residents, businesses, organizations, and property owners will be situated within the Central Southwest Super Neighborhood Boundaries.

3.2 – Central Southwest 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 sections of any future federal tax code. An application may be filed with the Internal Revenue Service for 501c(3) or 501c(4) non-profit status if, and when, determined necessary by the Central Southwest Super Neighborhood Council.

Article V – Membership

4.1 – The Central Southwest Super Neighborhood Council shall be comprised of the duly designated Delegates of Active and Participating Stakeholders in the Central Southwest Super Neighborhood boundaries cited in **Article II**.

4.2 – The Central Southwest Super Neighborhood Council shall consist of a voting authority in the form of the Council Seat. Council Seats are comprised of duly designated delegates from Active and Participating Stakeholders.

4.3 – Participation in Central Southwest Super Neighborhood Council shall not be limited by the imposition of membership requirements or fees by either the Super Neighborhood Council or participating organizations.

4.4 – The Central Southwest Super Neighborhood Council 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.

4.5 – It shall be the right of any stakeholder within the Central Southwest Super Neighborhood boundaries to be represented either through new or existing organizations. **Article VI – Council**

Seats

5.1 – A Delegate to the Council must be a designated representative of the Stakeholder that they represent. At the beginning of each calendar year, each represented stakeholder on the Council shall provide the council with an authorization letter that identifies their elected/appointed delegate and alternate delegate(s).

5.2 – The number of seats, and manner in which they are elected, may be amended in the same manner as by-laws amendments under **Article XII**.

5.3 – Each group, organization, or entity with a seat on the Council shall be allowed one vote on any motion or election that comes before the Council. Votes shall be cast by each organization's delegate or, in his/her absence, by its designated alternate.

5.4 – The current composition of the Council set out below shall not be construed to limit the number of delegates or stakeholders eligible to participate.

Article VII – Board

6.1 – The elected Board of the Central Southwest Super Neighborhood shall be the president, vice-president, secretary, assistant secretary, and treasurer (“Officers”). For purposes of these bylaws, the position of assistance secretary and treasurer are exempt from the vacancy election process in Section 8.1 and will follow the election process in Article VII.

6.2 – The president shall preside over all general meetings and any executive committee meetings. The president shall have authority to conduct meetings and maintain order. The president shall appoint all committee chairs.

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 and serve on committees as assigned by the president.

6.4 – The secretary and assistant secretary shall keep an accurate record of all general meeting proceedings, attend to correspondence, act as custodian of current records, and file and maintain up-to-date membership lists and attendance records. During elections, the Secretary and a member of the Nomination Committee will be ballot counter during the elections.

6.5 – The treasurer and assistant treasurer shall keep an up-to-date record of all financial transactions, receive all money, and deposit funds in the bank. The treasurer shall present a report on finances at each general meeting of the Board. The treasurer shall also disburse money as authorized by the Board. Checks disbursed by the treasurer shall contain the signatures of the treasurer and either the president or the vice president.

6.6 Qualified Candidates – Candidates for all Board positions must have attended, at minimum, of 3 general meetings. Attendance will be documented by sign-in sheets present at each general meeting.

6.7 – Elected board members shall serve two-year term(s). Board members shall be elected by the procedures established in **Article VII** at the regular November general meeting at the end of the Officers’ two-year term. Elected board members will take their seat at the February general meeting the year following their election. Officers whose seats are not filled during the November election will continue to serve until a replacement is elected.

6.8 – Any elected board members who fail to meet the obligations and responsibilities of their office may be removed from office by a two-thirds (2/3) majority vote of the Council. Officers and delegates may also be removed for discourteous or disruptive conduct. Such behaviors include, but are not limited to: lack of communication, use of disrespectful language, persistent criticism of others, excessive absenteeism, non-participation, or any other actions that unreasonably hinder the group’s ability to move forward.

Article VIII – Elections

7.1 – Candidates for all Board positions must reside in or operate within the boundaries of the Central Southwest Super Neighborhood as cited in **Article II**.

7.2 – Each November of each odd numbered year, the President will appoint a nominating committee to include a minimum of three members. The following December, the Nominating Committee will present a proposed slate of officers for the following year. Election notice shall be given at the December meeting and via electronic means. An election will be held the following January, and new elected board members shall be installed at the first general meeting in February.

7.3 – Officers shall be limited to serve two (2) successive terms in the same office. They may service two terms and qualify for another term after one year.

7.4 – Officers shall be elected by a simple majority vote of Council, in a general meeting where a quorum is present.

7.5 – A vacancy in an office shall be filled by a simple majority vote in a special election as cited in **Article IX**.

Article IX – Special Elections

8.1 – In the event a Board Member withdraws from service, is removed from office under **Section 6.8**, or a vacancy otherwise arises, the position shall be filled through a Special Election.

8.2 – Special Election notice shall be sent electronically upon the occurrence of a vacancy. Nominations to fill the vacancy will be taken from the floor during the Special Election, which will take place at the next regular monthly meeting where quorum is present, following the election notice. A vacancy in an office shall be filled by a simple majority vote of the Council.

8.3 – A board member elected to fill a vacancy through a Special Election shall assume office at the first general meeting following the special election and will serve until the next regular election for that office. **Article X –**

Committees

9.1 – Committees shall be established or abolished by the Executive Committee as the need arises. The Executive Committee shall clearly establish the purpose, objective(s), authority and responsibilities of all committees.

9.2 – As cited in **Section 6.2**, the Council President shall appoint all committee chairpersons. Committee members shall be selected by the committee chairperson in consultation with the Executive Committee.

9.3 – Committee chairpersons and committee members need not be Council Delegates; however, they must be affiliated with a Stakeholder. Committee members may be removed for or without cause by a simple majority vote of the Board.

Article XI – Meetings

10.1 – The Central Southwest Super Neighborhood general meetings shall be held on the third Monday of each month at a time and place to be designated by the Board. Meeting notices will be issued to all Council delegates at least one week prior to all meetings and will also be published by the Board via electronic means. A Quorum is required for the transaction of business at a meeting. The Central SW SN will host a minimum of four (4) meetings each year.

10.2 – The Central Southwest Super Neighborhood general meetings may be held virtually as designated by the Board.

10.3 – All Council activity will be conducted in open meetings where community stakeholders may observe discussions and participate under defined circumstances.

10.4 – In the event that the general meeting falls on a legal holiday, the time and date of the general meeting shall be set by the president, with the consent of the Board, at the preceding general meeting.

10.5 – Super Neighborhood at-large residents/stakeholders may participate via meetings open to the public and will be notified of decisions through their participating organization.

10.6 – An individual wishing to address the Super Neighborhood Council shall sign a “Speakers List” at the beginning of the meeting and shall be allowed three (3) minutes to speak. **Article XII – Procedures**

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

11.2 – The Central Southwest Super Neighborhood shall have the capacity to establish a Memoranda of Agreement with other Super Neighborhoods that outline collaborative work between the organizations in furtherance of (this SN’s) general purposes, Article III. Regardless of any Memoranda of Agreement, the Central Southwest Super Neighborhood shall remain an independent super neighborhood.

Article XIII – Amendment of By-Laws

12.1 – These by-laws may be amended by written resolution at a regular or special meeting of the Central Southwest Super Neighborhood Council by a two-thirds (2/3) majority vote at which a Quorum is present. Proposed amendments must be provided in writing to all Council members no less than two weeks prior to the Council meeting at which the amendment is to be considered for approval.

Approved by the Central SW SN on June 2, 2020

Signature: 

Signature: _____

Signature: _____

Appendix

Recognized Residential Stakeholders

Stakeholders

Number of Delegates

- **Corinthian Point/Southwest Crossing 1**

This includes but is not limited to Southwest Crossing, Corinthian Pointe, Corinthian Pointe Plaza, Post Oak Place, South Main, Blue Ridge at Sims Bayou, Blue Ridge Hillcroft, and Chadwick Manor.

- **Keswick Place / Ramblewood Park Area 1**

This includes but is not limited to Keswick Place, Ramblewood Park, Cambridge Village, Allum Acres Home, Southwest Manor, Southmont, Anderson Estates, and St. Nicholas Place.

- **Brentwood Area**

This includes but is not limited to Brentwood, Brentwood Place, Brentwood West, Brentwood Park, Villas at Brentwood, and Pamela Heights, and Main St RV Park.

- **Windsor Village/Heathercrest 1**

This includes but is not limited to Windsor Village, Post Oak/ Heathercrest, Majestic Estates, Tiffany Gardens, Winchester Place, Tiffany Gardens, Tejano Place, Polo Estates, Green Pasture, and Sims Villas.

- **West Orem / Bayou Oaks Corridor 1**

This includes but is not limited to West Orem Place, Bayou Oaks at West Orem, Pierce Junction Village, Pierce Junction Blue Ridge.

- **Glen Iris Area 1**

This includes but is not limited to Glen Iris, Village at Glen Iris, Village Green, Willow Glen, West Orem Place, Bayou Oaks at West Orem, Townwood, Village Green, and Almeda Manor.

- **Almeda Corridor 1**

This includes but is not limited to Briarwick, Alameda Plaza, Alameda Oaks, Alameda Manor, Alameda Woods, Alameda Reserves, Alameda Estates, Stewart, Westbrook, Anderson Oaks, and Mayfair Park.

- **WildHeather/South Glen 1**

This includes but is not limited to Southmont Annex, South Glen, Meredith Manor, Dumbarton Oaks, South Glen, Plantation Oaks, Dumbarton Village, and Wildheather.

- **Fannin Station / Medical Corridor**

This includes but is not limited to Fannin Station, Residences at Fannin Station, Houston Medical Center RV Resort, Main St. RV Park, Lakeview RV Resort, and Fortune Village.

- **Monarch Estates 1**

This includes but is not limited to Monarch Estates, Broadhust Place, Alpha Place, and Pavel Heights.

10 Total Residential Stakeholder Delegates 1

Recognized Non-Residential Stakeholders (All Positions Currently Open)

<u>Stakeholder Group</u>	<u>Number of Delegates</u>
• Business, Non-Profit, or Educational Entity	1
• Business, Non-Profit, or Educational Entity	1
• Business, Non-Profit, or Educational Entity	1
• Business, Non-Profit, or Educational Entity	1
• Business, Non-Profit, or Educational Entity	1

5 Total Non-Residential Stakeholder Delegates

Total 15 Super Neighborhood Council Delegates
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