

Urbandale Neighborhood Planning Council
Bylaws
Based upon City Commission approved template (March, 2006)

Purpose

The purpose of these Bylaws is to provide an outline and preferences for the basic organizational structure and operating rules of Neighborhood Planning Councils. It is not intended to impose a “one size fits all” document on each NPC, rather is meant to be used as a guideline for each NPC. These bylaws have been modified to fit the Urbandale NPC.

Article I. NAME

The name of the organization shall be City of Battle Creek Neighborhood Planning Council #5. It may sometimes be referred to as the Urbandale NPC or NPC #5.

Article II. ROLES AND PURPOSE

Section 1. The purpose of this NPC is to provide a forum to inform and discuss with neighborhood residents and representatives of the city staff and City Commissioners issues and concerns of that neighborhood. This organization is advisory only in nature and is not empowered by the City Commission to exercise any governmental authority or perform any governmental function. However, the NPC is permitted and expected to reflect the collective citizen interest of its membership and neighbors, including petitioning the City Commission with requests for action and providing the City Commission as well as other city governmental decision making bodies with recommendations.

Section 2. In furtherance of its purpose the NPC will seek to:

- (a) Act as a forum through which residents and other neighborhood interests can discuss and express preferences to the various departments, boards, committees, employees and officers of the City of Battle Creek on neighborhood or community issues, including responding to planning issues that impact the neighborhood.
- (b) Act as a venue for persons to exchange information and share concerns with City staff and officials concerning neighborhood issues such as housing code compliance, crime and traffic concerns, street and park maintenance, and the delivery of other City-based services.
- (c) Generate new plans and strategies for the improvement of their neighborhood.

Article III. MEMBERSHIP

Section 1. Number of Council Members

The NPC shall be comprised of a minimum of 9 qualified persons recommended by the NPC and appointed by the City Commission to serve as NPC Council Members.

Section 2. Qualifications for Council Membership

- (a) Any competent adult is qualified to be a Council Member and who has or can demonstrate a substantial interest in the NPC demographic area. As used in these bylaws, a “substantial interest” means residing, employed, operating a business, or owning real property within the NPC geographic area.
- (b) No Council Member shall be a member of more than one Neighborhood Planning Council.
- (c) Eligibility for Council Membership is open to all persons meeting the qualifications described in this Section regardless of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, or disability, unless accommodation of the disability imposes an undue hardship on the City.

Section 3. Appointment and Removal Process

- (a) The Battle Creek City Commission, upon recommendation of this NPC, may by resolution appoint and, upon recommendation of a two-thirds vote of the remaining NPC, may remove Council Members
- (b) A Council Member who misses three consecutive regular meetings in any operational year may be removed from office upon the majority vote of the remaining Council Members without further action by the City Commission

Section 4. Holding Other City Offices

So as to avoid the appearance of bias or prejudice, a Council Member who is also a member of the City Commission, Planning Commission, Zoning Board of Appeals, Historic District Commission, Housing Board of Appeals or any other governmental decision making body of the City, shall not take a position on matters, such as, but not limited to, proposed Planned Unit Development projects, Special Use Permits, variances to the City Zoning Code likely to come before the City Commission, Planning Commission, Zoning Board of Appeals, Historic District Commission, Housing Board of Appeals or other decision making board of the City on which the NPC member sits. Nothing in this Section is intended to preclude any Council Member from seeking information or clarification on any issue coming before the NPC.

Section 5. Terms

A Council Member shall serve a three (3) year term or until his or her successor is appointed. Members may be reappointed at the end of their term. Council membership shall consist of staggered three-year appointments so that terms of approximately one third of the Council Members expire each year. Except for the appointment of persons to fill an unexpired term, the terms of all appointees shall commence with the first meeting of the operational year of the NPC.

Section 6. Unexpired Terms

Appointment of qualified persons to fill unexpired terms due to vacancies shall be made in the manner provided for in Section 3 of this Article for Council Members.

Section 7. Resignations and Vacancies

- (a) A person desiring to resign from a Council Membership should submit his or her resignation to the Secretary of the Council who shall present it to the Council for acceptance and note such action in the minutes of the meeting.
- (b) A vacancy is deemed to occur in the event a Council Member no longer maintains nor can demonstrate a “substantial interest” as defined in Section 2 of this Article.

Article IV. OFFICERS

Section 1. Officers

- (a) The officers of the NPC shall be a Chairperson, Vice-Chairperson, and Secretary each of whom shall be elected by the NPC Members and perform the duties prescribed by these bylaws.
- (b) The NPC may elect such additional officers and prescribe the duties of those officers as needed.

Section 2. Duties of Officers

- (a) The Chairperson shall preside at all NPC meetings, assure that there is an agenda or program for each NPC meeting and perform any such duties as established by custom for the office.
- (b) The Vice Chairperson shall perform the duties of the office of the Chairperson, whenever the Chairperson is unable to do so.
- (c) The Secretary shall give proper notice of all NPC meetings, prepare accurate and complete minutes, provide copies of all minutes to the City Neighborhood Services Department in a timely manner and attend to correspondence and perform such duties as ordinarily pertains to the office.
- (d) *The Immediate Past Chairperson may serve as either an active or ex-officio member of the council to act in an advisory capacity to the organization and it's officers and shall perform the duties of the Chairperson in the event that both the Chairperson and Vice- Chairperson are unable to discharge those duties.*
- (e) *The Assistant Secretary shall act in the absence of the Secretary and assist the Secretary when needed or requested.*

Section 3. Election and Term of Office

- (a) The NPC shall appoint a Nominating Committee and it shall be the duty of this committee to nominate candidates for the officer positions to be elected at the

Annual Meeting to be held in the month of October each year. Additional nominations from the floor shall be permitted.

- (b) Elected officers shall assume office at the next regular meeting of the NPC following the Annual Meeting and hold office for a term of one year.

Section 4. Limitation

- (a) No Council Member shall hold more than one NPC office at one time.
- (b) *Non-resident Council Members of the NPC shall be eligible to occupy an office of the Council in the event no resident Council Member expresses a desire to serve in the position.*

Article V. MEETINGS AND OPERATIONAL YEAR

Section 1. Operational Year

The operational year for the NPC shall be from November to October *[An operational year should be established by each individual NPC based on its own criteria, past practices, and exigencies.]*

Section 2 Date, Time and Location of Regular Meetings

The goal of the NPC is to meet once a month, every month at the same time and same location in an effort to assure maximum resident attendance and participation, however vacations, holidays and building access may dictate schedule changes which will be adopted by a majority of the NPC. *(Regular meetings of the Urbandale NPC shall be held the second Monday of each month at 7pm except when it conflicts with holidays)*

Section 3. Special Meetings

- (a) Special meetings of the NPC may be called in writing to the remainder of the Council by any Officer or by written request to the Chairperson by three Council Members. The purpose of the special meeting shall be stated in the call. Written notice of the special meeting shall be provided to Council Members at least 48 hours notice before the time and place of the meeting.
- (b) A Council Member may waive the notice of the time and place of a special meeting either before or after such a meeting has been held.

Section 4. Definition of a Quorum

The physical presence of seven Council Members shall constitute a quorum.

Section 5. Right of Participation

A person shall be permitted to address a meeting of the NPC under rules established by the NPC which shall encourage the participation of persons in attendance in the discussion of matters under consideration by the NPC. No person shall be excluded from a meeting otherwise open to the public.

Section 6. Parliamentary Process

In the event a question of parliamentary process arises during a NPC meeting, the rules contained in *Roberts Rules (Newly Revised), Eight Edition* or later, shall govern the meetings of the NPC.

[Any other source of parliamentary procedure may be substituted for Roberts Rules (Newly Revised), including, but not limited to: (1) The Standard Code of Parliamentary Procedure, Third Edition or later, (2) Modern Parliamentary Procedure, Revised Edition, or (3) Roberts Rules in Plain English]

Article VI. COMMITTEES

Section 1. Standing Committees

The Council may appoint one or more of its Members to the following standing committees:

- (a) Program Committee
- (b) Membership Committee
- (c) Beautiful Battle Creek Committee
- (d) Code and Ordinance Enforcement Committee
- (e) Planning and Zoning Committee
- (f) Public Relations Committee
- (g) Other Standing Committees as so designated by the NPC

Section 2. Special Committees

Such other committees as are needed may be appointed by the NPC as may be deemed necessary or desirable by the NPC

Article VII. BYLAWS AMENDMENTS

These Bylaws may be amended at any regular meeting of the Council by a two-thirds vote of the Council Membership and approval by the City Commission.

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