



Neighborhood Association Coalition By-laws

ARTICLE I - NAME, AUTHORITY, AND PURPOSE

- 1.1 **Name:** This Organization shall be known as the Neighborhood Association Coalition (NAC).
- 1.2 **Authority:** The NAC is organized under the authority of the City of Lakeland, Neighborhood Outreach Office.
- 1.3 **Purpose:** The NAC's purpose is to:
1. Promote communication and cooperation between neighborhoods and organizations within the City of Lakeland in order to foster a sense of community;
 2. Unite existing neighborhood associations;
 3. Provide a forum for discussion of common neighborhood issues;
 4. Provide guidance, training, and support for new and existing neighborhood associations;
 5. Be available for advice on policies necessary for the effective and equitable implementation of neighborhood planning; and

ARTICLE II – MEMBERSHIP

- 2.1 **General Members:** All members shall reside within the City of Lakeland boundaries and be active members of local neighborhood associations.
- 2.2 **Voting Members:** Each registered Lakeland neighborhood association shall be allotted one voting member and one alternate who may vote in the absence of the voting member.
- 2.3 **Non-Voting Members:** Staff, volunteers of faith based organizations, and social service agencies working within established City of Lakeland neighborhoods shall be non-voting members.

ARTICLE III – OFFICERS AND DUTIES

- 3.1 **Officers:** The NAC officers shall consist of a Chair and Vice Chair.
- 3.2 **Term of Office:** Each officer shall be elected to a one (1) year term commencing in January and continuing until their successors are duly elected and installed in office. Officers may serve only one term in each office. The Vice-Chair will automatically assume the role of Chair on the 2nd year.
- 3.3 **Eligibility:** Officers must be an active member of a registered neighborhood association.

3.4 Nomination and Election of Officers:

1. Nomination of Officers:

- a) A Nominating Committee of at least three members shall be formed at the third quarter meeting prior to elections.
- b) The Nominating Committee shall present a slate of candidates for each office, in writing, to the general members two (2) weeks prior to elections. This slate shall also include a brief biographical sketch of each candidate.
- c) Written nominations for office may be accepted by the Nominating Committee until the day of the elections. A person so nominated shall formally indicate acceptance of the nomination prior to the election.

2. Election of Officers:

- a) The election of officers shall be held at the regular November meeting. The term of office shall commence the January following the November election.
- b) Election of officers shall be conducted by secret ballot of the voting members present.
- c) Voting by proxy or absentee ballots shall not be allowed.
- d) Tabulation of ballots shall be performed by the Nominating Committee.
- e) The individual receiving the most votes for a given office shall be elected to that office.

3.5 Duties of Officers: The Officers shall perform the usual duties of their office and such other duties as the NAC shall direct from time to time.

- 1. **Chair:** The Chair will conduct all meetings; serve as spokesperson for the NAC when required; appoint committees not otherwise defined in the Bylaws with NAC approval; follow-up on formal actions, decisions, and committee activities; sign all outgoing communications and correspondence; and review quarterly agenda with Neighborhood Outreach Office staff.
- 2. **Vice Chair:** The Vice Chair will conduct all meetings in the absence of the Chair; perform other duties as assigned by the Chair; assist the Chair in carrying out the policies and objectives of the organization; and review quarterly agenda with Neighborhood Outreach Office staff.

3.6 Vacancies: A vacancy in the office of Chair may automatically be filled by the Vice Chair. The Nominating Committee shall re-convene to provide a slate of officer(s) to be mailed to the general membership two weeks prior to the next regularly scheduled NAC meeting at which time an election will be held.

3.7 Removal: All officers are subject to removal for malfeasance or illegal activity, by a majority of the voting membership. Officers that are absent more than fifty (50) percent of regular meetings may be removed from office.

ARTICLE IV – COMMITTEES

4.1 Committees: The NAC shall establish the following standing committees:

1. Finance Committee
2. Nominating Committee

The NAC may create special committees from time to time as may be required to help carry out its activities and/or achieve its purposes.

4.2 Committee Responsibilities:

1. **Finance Committee:** Shall assist with the preparation of the budget.
2. **Nominating Committee:** Shall consist of at least three (3) voting members appointed by the NAC. They shall prepare a slate of officers to be presented to the general membership two weeks prior to the November meeting. In the event of a vacancy of the Vice Chair or both the Chair and Vice Chair, the Committee shall re-convene to prepare a new slate of officers to be mailed to the general membership two weeks prior to the next regularly scheduled NAC meeting.

4.3 Membership on Committees: Any general member shall be eligible to serve on any Committee.

ARTICLE V - MEETINGS

5.1 Regular Meetings: Meetings shall be held the 1st Thursday of each quarter (February, May, August, and November) and conducted according to Robert's Rules of Order. All meetings shall be open to the general public.

5.2 Special Meetings: Special Meetings for a limited purpose may be called at the request of two (2) or more voting members. Notices, which include the purpose of the meetings, shall be mailed to voting members at least five (5) days before the date of the meeting. All actions taken at a special meeting are subject to confirmation at the next regular meeting.

ARTICLE VI - DECISION-MAKING, VOTING, AND QUORUM

6.1 Decision-making: A goal of the NAC is to reach decision by consensus through a process of open dialogue in which issues are presented, defined, discussed, and resolved. The Chair will decide whether representation at the meeting is sufficient to assure a fair and adequate hearing of perspectives and opinions. If, in the opinion of the Chair, a consensus cannot be reached, those voting members present shall decide on one or more of the following alternatives:

1. Continue discussion until consensus is reached.
2. Defer to a Committee.
3. Call for a vote in accordance with Article 6.2.

6.2 Quorum/Majority/Voting: At any regular or special meeting a minimum of five (5) voting members present shall be required to establish a quorum. It shall take a simple majority of voting members present to pass a motion or conduct any formal business. Each voting member shall have one (1) vote. No proxy or absentee votes shall be accepted.

ARTICLE VII - AMENDMENTS

- 7.1** **Amendments:** Any voting member may propose, in writing, an amendment, or a change to the Bylaws. Any proposed amendment(s) must be approved by a two-thirds (2/3) majority vote of voting members presents at the next general meeting.

ARTICLE VIII – NEIGHBORHOOD ASSOCIATION REGISTRATION

- 8.1** **Registration:** Registration of Neighborhood Associations is a community service offered by the City of Lakeland Neighborhood Outreach Office. General contact information shall be submitted on the form provided by the City of Lakeland Neighborhood Outreach Office for each active Neighborhood Association’s NAC voting member and alternate. General information about the meeting time, frequency, and location shall be included.

Adopted February 5, 2004
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Amended November 2, 2006
Amended February 1, 2007
Amended November 6, 2008
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