

**PROPOSED ORGANIZATIONAL & ADMINISTRATIVE REVISIONS
TO THE BYLAWS OF THE
COLONY PARK NEIGHBORS ASSOCIATION
NOVEMBER 9, 2016**

Key:

(VII.2.C) = (Article.Section.Paragraph) containing the proposed revision.

COMMITTEES & COORDINATORS

Budget

1. Reassigns chairmanship of the Budget Committee from the Board Chair to the Treasurer. (VIII.1.D, VIII.5.J & IX.1.A)
2. Reduces the Committee from 4 to 3 members, including the Committee Chair. (IX.1.A)
3. Changes the deadline for the Committee to present an annual budget from November 30th of the preceding year to no later than 60 days after the end of the preceding fiscal year. (IX.1.B)
4. Changes the deadline from the Board to approve the budget from December 30th of the preceding year to the Board meeting following the initial budget presentation. (IX.1.C)

Audit

5. Reduces the Audit Committee from 3 to 2 members (IX.2.A)
6. Changes the deadline for the Committee to report its findings from February to no later than the end of the fourth month of the new fiscal year. (IX.2.B)

Information

7. Replaces the Information Committee with an Information Coordinator. (IX.3.A)
8. Requires the Coordinator to inform the neighborhood of meeting dates – for membership meetings at least 2 weeks in advance. (IX.3.B & IX.3.C)
9. Requires the Coordinator to provide households with forms & instructions for nominating Board members for the upcoming term at least two weeks prior to the regular Board meeting preceding the election at the General Meeting (IXD.3.D)

Social and Recreation

10. Replaces the Social & Recreation Committee with a Social & Recreation Coordinator. (IX.4.A)
11. Requires the Coordinator to keep the Board informed of activity plans and to present a calendar of activities & events to the Board each February. (IX.4.B)

Membership

12. Replaces the Membership Committee with a Membership Coordinator. (IX.5.A)
13. Requires the Coordinator to receive and record dues, fees & donations collected by Area Representatives and then give the money to the Treasurer. (IX.5.B)
14. Requires the Coordinator to provide the Corresponding Secretary sign-in sheets for the annual General Meeting. (IX.5.D)

Nominating

15. Eliminates the Nominating Committee and reassigns related responsibilities to the Corresponding Secretary. (IX.5)

Grievance

16. Eliminates the standing Grievance Committee. (IX.6)
17. Establishes in a new Grievance Procedure article that calls for the creation of an ad hoc Grievance Committee. (XI)
 - a. Requires the Chair to establish the Committee within 14 days of the receipt of a complaint.
 - b. Requires the Committee to meet with the petitioner and report the outcome to the Board within 30 days of receipt of the complaint.
 - c. If the petitioner, the Committee and the Board cannot reach agreement, resolution will be by majority vote of the membership within 30 days.

External Affairs

18. Eliminates the External Affairs Committee and reassigns related responsibilities to the Board Chair. (VIII.1.G & IX.7)

DUTIES OF THE OFFICERS AND AREA REPRESENTATIVES

All

19. Eliminates the requirement for a Board member to seek Board approval for actions within the scope of his/her assigned duties. Requires the Board to approve any actions by the Chair beyond the scope of his/her assigned responsibilities. Requires the Chair to approve the actions of any other Board member that are beyond the scope of his/her assigned duties. (VIII.1.A, VIII.2.A, VIII.3.A, VIII.4.A, VIII.5.A & VIII.6.A)

Chair

20. Explicitly gives the Chair the authority to manage the affairs of the Board in the interim between Board meetings and requires the Chair to report his/her actions to the Board. (VIII.1.B)
21. Requires the Chair to prepare a schedule of Board and membership for Board approval and once approved to provide it to the Information Coordinator. (VIII.1.D)
22. Reassigns the responsibility for preparing any press releases from the Information Committee/Coordinator to the Chair. Requires the Board to approve any press releases. (VIII.1.E & IX.3)
23. Reassigns responsibilities for external affairs to the Chair (VIII.1.H)
24. Transfers the responsibility for appointing members to a committee from the Board Chair to the Committee Chair. Coordinators and Committee Chairs will be appointed by the Board Chair and ratified by the Board. (VIII.1.I & IX)

Recording Secretary

25. The parliamentary responsibility is transferred from the Chair to the Recording Secretary. (VIII.3.F)

Corresponding Secretary

26. Requires the Corresponding Secretary to assemble CPNA information packets for Area Representatives to give out to new neighbors.
27. Reassigns responsibilities for the process of nominating and electing Board members from the Nominating Committee which is eliminated to the Corresponding Secretary. (VIII.4.F-I)

Treasurer

28. Reassigns chairmanship of the Budget Committee from the Chair to the Treasurer. (VIII.5.J)
29. Eliminates the requirement for the Chair to co-sign all expenditures. (VIII.5.E)

BOARD OF DIRECTORS

30. Clarifies the process for the Board to remove a Board member for failing to attend 3 consecutive Board meetings without notification. (VII.2.C)
31. Deletes, as unnecessary, the section assigning emergency powers to the Board. (VII.4)

MEETINGS

32. Deletes the requirement that the General Meeting be held in November. (VI.1)
33. Changes the lead time for someone to submit an agenda item for a membership meeting from "at least four (4) days before the membership meeting" to "no later than the Board of Directors scheduled meeting preceding the membership meeting." (VI.3)
34. Deleted the requirement to hear anyone attending a membership, Board or committee meeting wishing to be heard. (VI.5)

ELECTIONS

35. The residency requirement for an Area Representative is eased to allow residency in the area represented or an adjacent area. (X.1)
36. A Nominations of Board Members section is added which provides for the presentation of nominees gathered in the nominating process and for additional nominations from the floor of the General Meeting. (X.2)
37. Reduces the requirement to petition for the removal of a Board member from 20% to 10% of member households.
38. Eliminates the requirement for 33 member households to be present for a vote to recall a Board member. (X.5)
39. Eliminates the option to replace a recalled Board member at the same meeting that the recall occurs. (X.5)

ADMINISTRATION

40. Adds the rule that the CPNA will follow California statutes governing non-profit corporations. (VI.7)
41. Deletes the restriction on informing residents “through production and distribution of a newsletter” (only). (II.3)
42. Deletes the restriction of interaction with (only) “governmental” agencies. (II.4)
43. Deletes the restriction on how (“in writing or by phone”) Board members will be notified of Board meetings. (VII.3)
44. Deletes the restriction that the Recording Secretary retain documents and Board minutes “in a binder in chronological order.” (VIII.3.B)
45. Expands the requirement to provide information and notifications to “neighborhood” households (not just “member” households). (VI.1 & VII.3)
46. Changes the requirement for calling a special meeting of the membership or the Board from “signed petition” to “vote.”
47. Changes the lead time to notify the neighborhood of a special meeting from 7 to 14 days. (VI.2)
48. Changes the minimum lead time for the Board to meet prior to a membership meeting from 14 to 7 days. (VII.3)
49. Requires the Corresponding Secretary to notify Board members of Board meetings 72 hours in advance. (VIII.4.D)
50. Changes the requirement for the Treasurer to distribute the annual financial report to members to a requirement to make it available upon request. (VIII.5.D)
51. Provides the Treasurer the option of turning archival records over to the Recording Secretary for retention. (VIII.5.K)