

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

Key:

- A. Simple syntax revisions are not detailed in this summary. (For example: “Any person may submit an item for the agenda.” replacing “Any person may add an item to the agenda by submitting...”)
- B. (VII.2.C) = (Article.Section.Paragraph) containing the proposed revision.

GENERAL

- 1. Capitalizes words used as titles:
 - a. Association
 - b. Bylaws
 - c. General Meeting
 - d. Board
 - e. Committee
- 2. Clarifies that there is only one membership class and that meetings of that membership are either the General Meeting or special meetings.
- 3. Expands required dissemination of information to neighborhood households, not just member households.

NAME

- 4. Adds that Colony Park Neighbors Association is referred to as “the CPNA or the Association.” (I)

MEMBERSHIP

- 5. Clarifies that the neighborhood is in Concord, California. (III)
- 6. Clarifies that membership is by household, with all adults in a member household being members. (III)
- 7. Clarifies that a member household is one in the neighborhood in good standing by payment of current year membership dues. (III)
- 8. Clarifies that membership is open to households who reside and/or own property in the neighborhood. (III)

VOTING

- 9. Clarifies that voting is by member household, with one vote per member household regardless of the number of persons in the household or the number of properties in the neighborhood owned by the household. (IV)

FUNDING

- 10. Clarifies that the Board may levy special fees (in addition to membership dues) with the approval of a majority of member households voting at a membership meeting. (V)

11. Deletes “if appropriate” from the stated right of the Board to accept donations or engage in activities to raise funds. (V)

MEETINGS

12. Clarifies that all proceedings of membership meetings will be documented and made available upon request. (VI.6)

BOARD OF DIRECTORS

13. Clarifies that the officers of the CPNA are: Chair, Vice-Chair, Recording Secretary, Corresponding Secretary and Treasurer. (VII.1)
14. Clarifies that all Board members must be members in good standing. (VII.1)
15. Adds that the Board, by majority vote, may fill a vacancy in a coordinator position. (VII.B)
16. Clarifies that the term for all Board members begins on January 1st. (VII.6.B)

DUTIES OF THE OFFICERS AND AREA REPRESENTATIVES

17. Deletes the requirement of a member wishing to examine financial records to request an appointment with the Treasurer. (VII.5.F)
18. Clarifies that Area Representative responsibilities are assigned to all Area Representatives. (VII.6)

ELECTIONS

19. Clarifies that all twelve Board positions will be considered vacant at the end of the year. (X.1)

ADOPTION AND AMENDMENT OF BYLAWS

20. Clarifies that the Bylaws were original adopted on May 12, 1996.