



## **Mission and BY-LAWS**

**Of**

## **Neighbors Building Neighborhoods Sector 6**

### **MISSION STATEMENT**

Sector 6 NBN is part of the City of Rochester's Neighbors Building Neighborhoods program. Sector 6 NBN is a group that engages citizens in defining community objectives and working toward their implementation.

### **ARTICLE I: BOUNDARIES**

The boundaries of NBN 6 are the Inner Loop to the North, the Genesee River to the West, City Line to the south to Clinton Avenue South, North up Clinton Avenue South to Field Street, East on Field Street to I-490, with the I-490 the Eastern boundary.

### **ARTICLE II: MEMBERSHIP**

Membership is open to all who live, own property, operate a business or work in Sector 6. All shall be welcome and encouraged to participate at NBN meetings and events.

### **ARTICLE III: MEETINGS OF MEMBERS**

Meetings shall be held monthly and scheduled for 90 minutes in duration. Place and times shall be determined by members.

#### **Notice of Meetings.**

Meeting dates shall be announced at least 10 days in advance.

Agenda items & Requests for Expenditure (see Article VII) must be submitted to

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the Chair or Vice-Chair at least 2 weeks prior to a meeting. Agendas shall be circulated at least 7 days prior to each meeting. The agenda shall suggest time limits for discussion of specific topics.

A Community Forum section of the meeting shall allow dissemination of important events occurring in the neighborhoods of Sector 6. Outside of this section, the agenda shall be followed.

## ARTICLE IV: OFFICERS

- **Officers of NBN 6.** Officers shall include a Chair, one or more Vice-Chairs, a Treasurer and a Secretary. A person must be a voting member (see Article V for requirements to become a voting member) in order to become an officer of NBN6. To prevent a possible conflict of interest, voting members who are also paid employees of Neighborhood Preservation Companies are ineligible to serve as sector chair or vice-chair. All officers shall serve at the pleasure of the members and shall be members of NBN Sector 6 during their term of office. Officers of NBN 6 shall be elected for one (2) year term at the regularly scheduled December meeting of the members, except in the case of a resignation of an officer.
- **Selection Process.** When a vacancy occurs, members can volunteer for the position. If no one steps forward, the Chair and Vice-Chair shall search for candidates. If more than one candidate steps forward, an election by voting members shall be held at a NBN meeting. No person shall be elected as Chair for more than two (2) terms during any one five (5) year period. Vice Chair, Treasurer and Secretary do not have term limits. The members shall also elect such other officers, as they may deem appropriate. Such officers shall be elected from a slate of nominees presented by the members.
- **Resignation.** An officer shall resign by giving written notice to the Chair or Vice-Chair. Such resignation shall take effect at the time specified in the notice or, if no time is specified, upon delivery.
- **Compensation.** Officers shall receive no compensation from NBN 6 for their services. An officer may receive reasonable reimbursement for actual expenses incurred in the performance of his or her duties.
- **Removal.** Any officer shall be removed from office, with cause, by a vote of a majority of the voting members at any regular meeting when the vote is placed on the agenda.

The elected officers shall have the following responsibilities:

- **Chair.** The Chair shall preside at all meetings of the members and shall perform such other duties as the members may request. The Chair shall set the agenda, shall distribute the agenda to active members, and shall serve as a representative of the Sector to other agencies.

- **Vice-Chair(s).** In the absence of the Chair, a Vice-Chair shall perform all of the duties of the Chair and other duties as assigned.
- **Secretary.** The Secretary shall attend all meetings of NBN 6, shall cause the minutes and all votes in such proceedings to be recorded in books to be maintained for such purposes and shall ensure that the minutes of the previous meeting are distributed to active members, within two weeks of the meeting date. The Secretary shall be responsible for keeping attendance records.
- **Treasurer.** The Treasurer shall maintain records and ensure that prompt and proper disbursement of funds is made to members engaged in approved sector business.

## ARTICLE V: DECISION MAKING

- **Consensus.** Decisions of Sector 6 NBN shall be reached by consensus. A vote shall be taken only when consensus cannot be reached.
- **Voting.** Voting shall be conducted with votes cast by voting members only, who are present at the meeting in which the vote will be cast. However, voting member or not, anyone may participate in the discussion. Voting members shall be those individuals who have attended meetings consistently (six meetings per year). The individual maintains the voting privilege unless three successive meetings are missed. If there will be voting for expenditures over \$500, all current members must be notified via e-mail or telephone 7 days in advance.
- **Absentee Policy.** Individuals who miss more than three consecutive meetings without notification (within 30 days) to the officers shall lose their voting privilege. This policy shall be employed at the discretion of the officers.

## ARTICLE VI: COMMITTEES

- **General Powers.** The members shall establish committees for the purpose of accomplishing particular tasks consistent with the purpose of NBN 6. Such committees shall carry out assignments and shall report monthly on the nature and progress of their work. A majority of all members of the committee shall constitute a quorum for the transaction of any business at such meeting, and a vote shall be the act of the committee. The Chair of NBN 6 shall be a member, ex officio, of all committees.

## ARTICLE VII: REQUESTS FOR EXPENDITURE (RFE)

- **RFE.** Voting members, in good standing (see Article V) may request funding to support an organization in Sector 6 (as long as the funding request conforms to Sector 6's approved budget) by completing a Request for Expenditure worksheet. If the funding is supported by NBN6 and conforms to Sector 6's approved budget, the member will have 60 days from the date of the event or expenditure to submit the receipts and to write up the project results. Project results must include a reference to Sector 6 Goals, Strategies, and Activities. Receipts for payment and the report may be delivered to the current NBN6 Treasurer, Chair or Vice-Chair. If the person does not submit these items during this 60 day period, the funding may be re-allocated to support other funding requests.
- **Maximum Request Amount.** Neighborhood groups can only be approved for up to \$500 in funding per Sector 6 contract. During the last 60 days of the contract, any remaining funding is re-opened to any group, regardless of how much has been previously allocated to the group. Special funding outside of the \$4,500 contract is exempt from this rule.

## ARTICLE VIII: AMENDMENTS

- **Amendments by members.** These by-laws may be altered, amended, or repealed by a majority vote of the members of NBN 6 present and voting at any meeting in conjunction with these by-laws. A proposal for amendment shall be submitted in writing to the Chair or Vice-Chair at least 30 days prior to the meeting at which it will be discussed. The proposed amendment shall be distributed along with the agenda for the meeting at which it is to be discussed. This shall be distributed at least 10 days prior to the meeting. A majority of the voting members present shall be required to pass the amendment. Amendments to the by-laws may not be presented more than once a year.