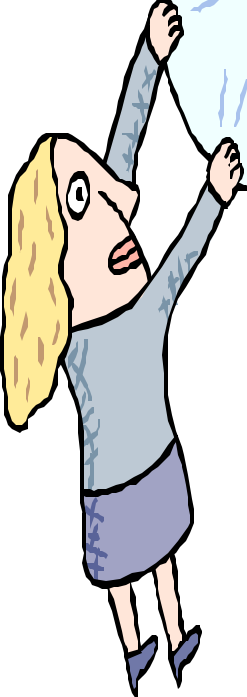


City of Goodyear



Neighborhood
Association
Tool Kit



Community Initiatives Department
Neighborhood Partnership Programs



Acknowledgement

Thanks to the City of Phoenix Neighborhood Services Department for granting permission to reprint portions of their Tool Kit materials.



Neighborhood clean-ups can involve all ages of people and are a great way to boost pride in your area as well as build a sense of civic duty and giving back to the community.

TABLE OF CONTENTS

Introduction	1
Neighborhood Associations: How to Begin.....	2
Launching Leaders.....	5
Conducting Meetings	6
Creating Committees	7
Classic and Clever Communication Tools.....	8
Funding & Finances	9
Road Blocks to Success.....	11
Appendix A: Neighborhood Plan Development Guideline.....	13
Appendix B: Sample Agenda	14
Appendix C: Sample Minutes.....	15
Appendix D: Sample Flyer.....	16
Appendix E: Sample Bylaws	17

INTRODUCTION

WHY ORGANIZE?

The value of forming a neighborhood association has been identified in the following points:

- Establishes an identifiable **system** with a leadership structure which helps members work toward the preservation, turnaround or improvement of the neighborhood to ensure long-term vitality
- Registers a neighborhood's vision and need as a **collective, representative voice** of residents, providing a mechanism for citizens to band together to set priorities
- Acts as a **planning resource for social activities** for the neighborhood
- Makes progress towards **common goals** of the neighborhood through regular meetings, exchange of ideas and activities, achieving some goal or action within its boundaries
- Provides the neighborhood with an effective **communication link** with government officials and other influential groups outside the neighborhood, benefiting the residents through active participation in the larger scale decisions affecting their part of town

Neighborhood Association Start-up Tool Kit

This Neighborhood Association Tool Kit offers tips and basics for organizing a city block or an entire neighborhood.

NEIGHBORHOOD ASSOCIATIONS: HOW TO BEGIN

STEPS TO FORMING A NEIGHBORHOOD ASSOCIATION (NA)

GAINING AN IDENTITY AND RECOGNITION

Various factors help a neighborhood gain a sense of identity, which is the primary reason neighborhood associations form. Once an area is known for its involvement and self-governance, its voice becomes part of the fabric of the community and is then acknowledged and given weight in local government decisions. Common design or architectural themes, such as in a historic district, may also give a neighborhood its identity. Even adding or changing a name can provide the catalyst for a neighborhood voice to be defined and recognized.

Reasons to organize include:

- Providing a collective viewpoint on changes in land use to a nearby property owner
- Needing to tackle neighborhood improvements or ongoing community projects
- Building neighbor-to-neighbor relationships
- Formalizing the voice from the neighborhood to the municipality to let local officials know your needs

STEP 1: DEVELOP THE CORE GROUP

To get started, you will need a small group of committed leaders to form the association. The number of people needed will depend on the size of the area you think you want to organize. Typically neighborhood association boundaries are no larger than one square mile. A representative board of directors should be assembled from the following interest groups:

- Homeowners from at least three different blocks or streets within the association boundaries
- Representative from the business owners whose properties are within or immediately adjacent to the neighborhood
- Representative from each apartment complex that may be within the neighborhood (this may be a resident, manager, or owner)
- Representative community of faith leader from nearby churches, synagogues or places of worship
- Representative from neighborhood schools

TIP!

Keep the neighborhood advised of the activities of the forming neighborhood association through one of the communication tools discussed on page 8. At this point, do not be concerned about having a general meeting of all the people in the area.

When you have a commitment from five to 10 people, set up a meeting at a comfortable place, such as someone's house. Do this quickly, before your contacts lose interest. Explain to the potential committee members what you have in mind and what you want them to do.

NEIGHBORHOOD ASSOCIATIONS (con't.)

STEP 2: ESTABLISH BOUNDARIES

Geographic size and boundaries are a crucial piece in defining neighborhood associations. There are typically three elements which are used to determine the area of a neighborhood association:

- (1) historical demarcations, roads or natural features such as washes or waterways may define a neighborhood's limits
- (2) review of the city map and a walking or driving tour around the area may shed light on logical boundaries for a manageable area of homes and businesses to become an association
- (3) existing project partnerships within a contiguous area may appropriately be a consideration when deciding boundaries (i.e., a public school and business sited nearby may have already established a connection and would be partners with mutual interests in a residential area they already serve)

Once boundaries have been determined, a complete list of residents and property owners should be assembled. The list needs to be kept current throughout the process to allow every neighbor to become involved. In order to get a complete list, the core group may need to visit each household if the local or county government cannot provide the information.



Property owners play a key role.

STEP 3: DEVELOP A NEIGHBORHOOD ACTION PLAN

All successful partnerships require planning. The health and vitality of a neighborhood is no exception. Although cities play a major role in this regard, residents within a neighborhood will benefit by assuming some responsibility to plan and guide its future.

All cities change—whether growing, or older and more established. A neighborhood action plan is a tool that naturally feeds into a larger framework of deciding the future of an area. With eight simple steps, developing a neighborhood action plan can happen:

1. Describe your vision or reasons for establishing the neighborhood association
2. Set goals for the organization
3. Assess challenges, problems and pitfalls
4. Determine threats to accomplishing the goals
5. Discuss solutions
6. Develop action steps
7. Analyze funding needs
8. Organize the leadership structure so you can form working groups (subcommittees) of the membership, make assignments and carry out activities of the plan

NEIGHBORHOOD ASSOCIATIONS (con't.)

MEMBERSHIP & USING VOLUNTEERS:

Initiating Membership in the Association: Announce the formation of the NA through a general membership flyer, inviting residents to a start-up meeting. Use volunteers to go door-to-door, or use them to enlist a potential business partner and/or the city to help draft, print and distribute your first announcement.

Neighborhood History & Inventory: An inventory is a collection of facts about the area including population, housing, land use and other elements unique to the neighborhood. Your area may be eligible for historic designation. Empowering another volunteer to seek this information through libraries, public records and working with the city's planning and zoning department will serve the purposes of your association.



Families can volunteer too!

Issue Identification: One way to identify issues and concerns can be through surveys. Using volunteers to draft and distribute these will spread the work around. Surveys may be mailed to the residents or conducted by telephone. In some locations, a series of neighborhood meetings may be the best way to accomplish this. Interests and concerns may deal with personal safety, crime, desired physical improvements, transportation corridors, preservation of unique features of the neighborhood or surrounding area, land use designations, social functions or other special interest concerns like neighborhood renovation.

Review of Neighborhood Goals: The draft neighborhood plan should be reviewed by the stakeholders, typically resident, business and education partners. As you continue to form your association, a volunteer should be assigned to make and oversee a revision process which is appropriate as the organizational aspect and plans solidify.

Review and Evaluation: The progress of the plan must be monitored and evaluated on a regular basis to ensure its success. Periodic evaluations should be done to recognize successes, detect problems, and suggest improvements in the program.

LAUNCHING LEADERS

CULTIVATING THE LEADERSHIP YOUR NEIGHBORHOOD NEEDS

How do you recognize, find and develop leaders? The leadership part of the equation is often a secondary part of neighborhood association formation. Strong leadership gives an organization:

- Guidance
- Stability
- Continuity from year-to-year
- Motivation to take action
- Unity of purpose

Although in the beginning a part of your job as a neighborhood organizer is to identify and develop leaders. The task of recruiting and developing leaders has to be an ongoing activity through the lifetime of your neighborhood association. The organization needs to operate in a manner that will continually facilitate new leaders stepping in to carry a role for the benefit of the community.

REMINDERS:

Identify people who have the time to devote to the work of the association.

Keep your eyes and ears open continually for “potential” leaders. Leaders can become burned out.

Start out right by developing a group of leaders. Training some of them to be ready to step in when needed rather than having them all start at once helps.

New leaders may develop as the problems and concerns of the neighborhood association change. Keep your organization open and flexible enough to bring new members and leaders into your association.

Whatever your contributions to the neighborhood are, spread out responsibilities and delegate. For example, if your talents are the administrative skills, then delegate to others things such as event planning or the NA newsletter.

- Look for individuals who have shown that they:
 - ⇒ Want to succeed and want their group to succeed
 - ⇒ Communicate well with people
 - ⇒ Can motivate people to take collective action
 - ⇒ Are knowledgeable about the neighborhood, its people and their interests
 - ⇒ Have an allegiance to the neighborhood and the association
 - ⇒ Know how to share power

TIP!

Have members visualize what they want in the neighborhood. This will help in developing goals.

CONDUCTING MEETINGS

MAKING THE TIME COUNT!

... OR, CONDUCTING PRODUCTIVE MEETINGS

Nobody likes to attend meetings that are a waste of time. As the neighborhood organizer, you have the opportunity and responsibility to make meetings productive and even pleasant. The following is a guide:

- Be sure to plan a convenient time and date to meet by consulting with your core group and neighbors
- Draft a simple, well-planned agenda for the first meeting
- Determine a method of follow-up to remind the neighborhood volunteers. This may be done by use of:
 - ⇒ Phone calls
 - ⇒ Letters
 - ⇒ Fliers
 - ⇒ E-mail
- Locate a place that is centrally located and familiar to the neighbors. The location can set the mood and friendliness of the meeting. Try to estimate the size of the expected attendance. The room should be comfortable but not so large as to make the people feel lost.
- Set up the room for the meeting in advance. Tables and chairs should be in place.
- Display any handouts near the entrance.
- The room temperature should be comfortable.
- Set up and test any special equipment in advance.
- Serve refreshments only if it will enhance the friendliness of the meeting and not interrupt it or be a burden financially for anyone.

TIP!

Stick to the agenda. Meet only when necessary because “too many meetings burn-out volunteers.” Facilitate the meetings and limit the length to an hour and a half.

Interesting speakers or relevant issues that impact a neighborhood attract good attendance at your meetings.



CREATING COMMITTEES

WORKING TOGETHER IN AN ORDERLY MANNER

Organizations will often accomplish their objectives through the dedicated work of committees. The tasks and the types of committees depend on the overall purpose and structure of your neighborhood association. The types can generally be divided into two major categories.

INTERNAL OPERATIONS

Examples:

- Fund-raising/Finance
- Meeting Arrangements
- Communications/Publicity
- Bylaws
- Social Events

NEIGHBORHOOD & COMMUNITY OPERATIONS

Examples:

- Housing Conditions
- Police/Neighborhood Relations
- Economic Vitality and Development
- Neighborhood Maintenance and Preservation
- Community Services and Resources
- Traffic Safety

TIP!

Find out what issues are most important in your neighborhood.

To maintain active, productive, motivated members on the committees:

- Encourage members to participate in the association and the committee planning process.
- Define and discuss the goals and objectives of the committee.
- Provide reasons for the actions to be considered by the committee and the neighborhood association.
- Give recognition to members and committees who have contributed to the advancement of the neighborhood association.
- Make meeting time and committee work as productive as possible. No one wants to feel they are wasting time.
- Help members develop communication skills.

CLASSIC & CLEVER COMMUNICATION TOOLS

HOW TO GET THE WORD OUT

You'll be turning ideas into actions and planning some great programs in your neighborhood—don't keep them a secret! Spread the word through resources that already exist. You can help others in the neighborhood join the efforts and take part in making a difference when you generate interest and excitement. Here are a few ways to get the word out:

- Newsletters (neighborhood association, churches, civic clubs, chambers, PTAs or schools)
- Weekly community newspaper articles or public service announcements
- Door hanger announcements
- Neighborhood Survey:
 - Mail & Internet
 - Phone
 - Door-to-door
- Person-to-person by phone:
 - To friends
 - To neighbors
 - To businesses
- Bulletins, notices, pamphlets, posters, flyers placed with permission in:
 - Laundromats
 - Libraries
 - Supermarkets
 - Local eateries and restaurants
 - Retailers
 - Waiting rooms in professional and medical offices
- Booths at local events
- Speakers at:
 - Business groups
 - Service clubs
 - Youth groups
 - Schools/churches
- Cooperative efforts with adjoining neighborhoods
- Lawn signs
- Direct mail letters
- Telephone tree
- TV or media interviews



TIP!
Spread the word about all the good things your group is doing.

FUNDING & FINANCES

OPENING A BANK ACCOUNT

Over the course of time, every neighborhood association accumulates money for one reason or another. Whether it is a newsletter publication, annual or special event, or project undertaken for a school with the NA boundary, most associations handle money. The association needs a management system in place for dealing with these funds. What kind of bank account should be opened and how do you go about opening an account for your organization? Either a person or a corporation can open a bank account. If you are a corporation and you also have nonprofit status, you may be eligible to receive free banking privileges at some banks.

STEP ONE: *OBTAIN A TAX IDENTIFICATION NUMBER THROUGH INTERNAL REVENUE SERVICE (IRS)*

A tax identification number is a federal tax number that is filed with the Internal Revenue Service. The number enables the bank to report the earnings of the association's account to the IRS for tax filing purposes. You can get an ID number from the IRS.

If you don't have a tax ID number, or feel that it is not necessary, you may open an account with a member's personal Social Security Number. Often the secretary will use his/her number. The person whose number is being used is liable for paying taxes on the interest income reported by the bank to the IRS. This means that the money in the account is considered the personal money of the ID holder and taxes must be paid as if it is additional income. Also, if there is ever a lien against the person's assets, those monies are considered personal property and can be assessed.

STEP TWO: *OBTAIN INFORMATION ON FEES AND CHARGES*

Research the fees and charges assessed at different banks and credit unions. Some have better programs than others. Banks may waive service charges to organizations that provide a necessary public service. The decision to waive the charge is at the discretion of the individual bank. If you are a nonprofit organization and are eligible for a nonprofit account, there may be no charge for the service the bank is offering. You, however, must take the type of account offered by the bank.

STEP THREE: *OBTAIN IMPORTANT DOCUMENTATION*

If you are a nonprofit corporation, you must bring a copy of the Articles of Incorporation stamped "Filed" by the Corporation Commission. If you are not a corporation, bring a copy of your bylaws or minutes of your first meetings. You must also state the names and titles of people who are authorized to conduct business for the organization. Personal identification, such as a driver's license, credit card, student or military ID or a passport, is required to open any type of account.

FUNDING & FINANCES (con't.)

STEP FOUR: *OBTAIN SIGNATURE CARDS*

Signature cards must be signed by the secretary of your neighborhood association along with anyone else who will be signing on the account. You will then also need a director's signature (an officer of the corporation or a designated director).

Tip!
You may wish to have two required signatures on the checks for accountability.

STEP FIVE: *OBTAIN AND ADOPT RESOLUTION*

The bank will provide a card with information to be completed for a resolution authorizing the bank account. The resolution must be adopted by the board of the nonprofit organization or the members of an unincorporated association. If you pay for an account you may choose any account you would like, depending on your needs.

Types of Accounts

Checking: Any accounts open to individual customers are open to neighborhood associations. The least expensive usually have minimum deposit requirements. Your association should obtain pre-numbered checks. The use of non-numbered checks is not an acceptable practice for neighborhood associations.



Savings: If you make limited withdrawals, you might be better off with a savings account rather than a checking account. The best arrangement is often a savings account with checking privileges. These, however, usually require a minimum balance.

TIP!

There are two things to consider when determining the type of bank account for your neighborhood association:

- **How often you will withdraw money**
- **The amount of money you have. Do you have enough to keep a minimum balance in your account or pay service fees, if any?**

ROAD BLOCKS TO SUCCESS

WHAT TO WATCH FOR ... POSSIBLE PROBLEMS

WHAT IS AN UNPRODUCTIVE ASSOCIATION OR COMMITTEE?

Look for the following conditions:

- Fear of the results
- Conflicting loyalties of some members
- Interpersonal conflicts
- Poor leadership
- Rigid decision-making methods, sticking by the rules, and not allowing open discussion

When such problems occur, encourage open, respectful discussion. Let the members try to identify the obstacles in their way.

Understanding and Managing Conflict

One of the primary benefits of forming a neighborhood association is the improvement in communication between neighbors. However, there will be times, in spite of our best efforts, when communication will break down, and a conflict will develop. A simple unresolved conflict can escalate and cause serious damage to relationships and to a neighborhood association, so it is very important that neighbors do their best to handle these situations constructively.

One of the biggest obstacles to managing conflict well is that conflict is very uncomfortable. As a result, we either try to avoid dealing with it, or we approach the conflict as if we were going to battle, determined to “win.” There is, however, another approach to this common dilemma, one which accepts conflict as a normal aspect of any relationship or organization. Seen in this light, one can approach conflict resolution as an opportunity for growth, change and new understanding.

Consider using the following tips the next time you are faced with the challenge of effectively resolving a conflict.

SUGGESTIONS FOR NEIGHBORLY COMMUNICATION

1. **Talk directly:** Direct conversation is much more effective than sending a letter, banging on the wall, throwing a rock or complaining to everyone else.
2. **Choose a good time:** Try to talk in a quiet place where all individuals can be comfortable and undisturbed for as long as the discussion takes. Don't approach other persons as they are leaving for work or after you've had a terrible day.
3. **Plan ahead:** Plan out what you want to say ahead of time. State clearly what the problem is and how it affects you.
4. **Don't blame or name call:** Antagonizing the other person only makes it harder for her/him to hear you.
5. **Give information:** Don't judge or interpret the other person's behavior. Instead, give information about your own situation and feelings and how the person's behavior affects you.

ROAD BLOCKS TO SUCCESS (con't.)



Presentation by the Executive Director of a regional organization.

6. **Listen**: Give the other person a chance to tell his or her side of the conflict completely. Relax and listen; try to learn how the other person feels.
7. **Show that you are listening**: Although you may not agree with what is being said, tell the other person that you hear her or him and are glad that you are discussing the problem together.
8. **Talk it all through**: Get all the issues and feelings out into the open. Don't leave out the part that seems too difficult to discuss.
9. **Work on a joint solution**: Two or more people cooperating are much more effective than one person telling another to change. Be specific. "I will turn my music off at midnight" is better than "I won't play loud music any more."
10. **Follow through**: Agree to check with each other at specific times to make sure that the agreement is still working.

In some circumstances, you may also wish to seek the assistance of a trained mediator. A mediator is a neutral third party who will listen to the issues and assist the neighbors in conflict to create their own mutually acceptable solution to the problem. For help in locating a mediator in the Goodyear area, please call the Citizen's *CitySource* Office (623/882-7800) and speak with the Community Advocate.

TIP!

Invite regional, elected and community leaders to speak to your group from time-to-time to keep presenters interesting and diverse.

APPENDIX A

NEIGHBORHOOD PLAN DEVELOPMENT GUIDELINE

1. Identify one to three issues that are major concerns to the neighborhood

- EXAMPLES:** A) Crime prevention/reduction
B) Blight elimination
C) Reducing the number of adult or sexually oriented establishments

2. Form a committee for each issue to spearhead the drive to resolve the issue

- HINTS:** A) Keep committees small (3 to 10 members)
B) Appoint or elect a chairperson
C) Develop a realistic timeline to resolve the issues

3. Identify available resources that can be utilized to assist the committee

- EXAMPLES:** A) Various city departments (Police, Community Initiatives Department)
B) Local businesses and community services
C) Talents and skills of residents

4. Identify strategies and goals

- EXAMPLES:** A) Form Block Watch groups for every block
B) Have at least two residents from each block attend city-sponsored training, such as Citizen Police Academy or Neighborhood Response Unit orientation
C) Target 50% of the Block Watch groups to be formed and operating within six months

5. Implement strategies

TIP!

Always keep and distribute a written record of your plan and ongoing assignments. This will provide guidance for your association.

APPENDIX B

S A M P L E A G E N D A

A G E N D A

CROWN POINT NEIGHBORHOOD ASSOCIATION

General Meeting, Loma Linda Community Center

October 7, 2003

7:00 p.m.—8:30 p.m.

- 7:00 Sign-in & Name tags
- 7:10 Welcome & Introductions
- 7:15 Officer Reports
 - a) Treasurer
 - b) Membership
 - c) Business Liaison
 - d) Housing/Maintenance
 - e) Block Watch Captains
- 7:40 Guests—special presentation
 - Chuck Hydeman, Street Transportation Division
 - Joel Wade, Water Superintendent, Utilities Division
- 7:55 Old Business
 - a) Illegal dumping in alley update
 - b) Parking on grass
 - c) False alarms
- 8:10 New Business
 - a) National Night Out Events
 - b) Tree Planting Program
 - c) Nominations for Officers
 - d) Election of New Officers
- 8:20 Open Floor To Members
- 8:30 Adjourn

Next Meeting: November 9, 2003 at 7:00 p.m., Community Center

APPENDIX C

S A M P L E M I N U T E S

CROWN POINT NEIGHBORHOOD ASSOCIATION MEETING HIGHLIGHTS October 7, 2003

REPORTS...TREASURER: We added \$35 to our account bringing our total to \$324.23. No expenses were recorded. **MEMBERSHIP:** Tim Lewis announced that 21 Newcomer Welcome Packets were delivered the previous month to new residents. **BUSINESS:** The Cities/Schools/Developer Compact has established an alliance between residents and businesses in our area. A major grocery store chain will be locating in the old Albertson's Center; the developer has expressed an interest in working with the neighborhood to address our concerns. **HOUSING/MAINTENANCE:** Lisa announced that the Housing Committee assisted three elderly homeowners in cleaning up their yards over the weekend. Another three homeowners will be assisted in November; please see Lisa if you can help. **BLOCK WATCH:** All has been quiet this fall. Regular meetings are held every third Monday of the month.

GUESTS...Chuck Hydeman of the Street Transportation Division, gave an overview of the process for getting historic streetlights. He also informed us that the cost for each light would be \$550,000! At this time, it was voted to table the issue until funding could be acquired. Joel Wade of Goodyear Utilities Division, presented information on water meter readings in response to the committee request for research into the high water bills. Mr. Wade has retained an outside consultant and testing company and is working with the neighborhood in order to find an acceptable explanation and resolution.

OLD BUSINESS: An arrest has been made for illegal dumping in the alley. The police could not provide the details, only to say that there has been a marked decrease in illegal dumping since the arrest. The police cited an alert Block Watch member for making the call that led to the arrest. Three 301 Block Watch grants were submitted for areas within our boundaries. Good work to the three Block Watch Captains who followed through on this grant opportunity. Next year all Block Watches should submit an application. Daytime false alarms continue to be a problem and you are reminded to follow your procedures when leaving your home to avoid repeat-offender fines.

NEW BUSINESS: G.A.I.N. (Getting Arizonans Involved in Neighborhoods) event is scheduled for October 23. Everyone is invited to come to the park at 7:00 p.m. for free hot dogs and soda and to meet your neighbors. The Parks Division for Goodyear has supplied us with 20 seedlings and a planting weekend has been set for the weekend of the 11th. Please volunteer to help plant these beautiful trees. Nominations for 2003/04 officers were as follows: President-Ron Vegas and Betty White; Vice President-Elizabeth Abraham, Trey Kellis and Samantha Sooner; Treasurer-Bob Smith; and Secretary-Terry Richardson, Kevin Kilgore, and George Cage. Elections followed the nominations and the new officers are:

President.....Betty White
Vice PresidentTrey Kellis
Treasurer.....Bob Smith
Secretary.....George Cage

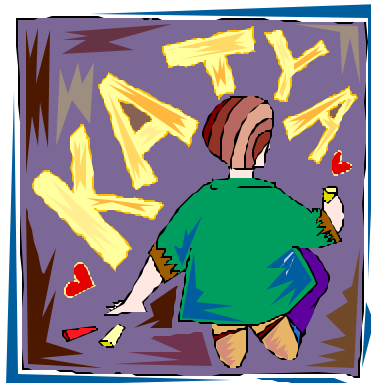
Next meeting is scheduled for November 9, 2003, 7:00 p.m. at Loma Linda Community Center

APPENDIX D

SAMPLE FLYER

HAVING UNRESOLVED PROBLEMS?

Weeds, Trash, Graffiti, Other?



Let's Find Ways to Resolve These Problems at the:

**Crown Point Neighborhood Association Meeting:
Loma Linda Community Center
Thursday, November 6, 2003
6:00 p.m.—7:00 p.m.**

APPENDIX E

SAMPLE BYLAWS

ARTICLE I **Name of Organization:** The name of the organization shall be _____.

ARTICLE II **Boundaries.** The boundaries of the _____ (organization) shall be defined as follows: Beginning at the _____.

ARTICLE III **Membership.**

Section 1 Membership qualifications: Membership in _____ shall be open to all residents, business owners, business licensees and nonprofit organizations located within the boundaries as defined in Article II.

Section 2 Membership voting: All residents, property owners and business licensees located within the boundaries as defined in Article II, 18 years of age or older, shall have one vote each to be cast during attendance at any general or special meeting. One representative from each nonprofit will case one vote.

ARTICLE IV **Meetings.**

Section 1 General meetings. There shall be at least 10 meetings per calendar year. The meetings shall be convened the first _____ of the month at ____ p.m. with decisions being made by a majority of members present. Notification of general meetings shall require at least ____ days' advance notice in writing or by phone.

Section 2 Special meetings. Special meetings of the membership may be called by the President as deemed necessary. Notification and purpose(s) of the special meeting shall require days' advance written or telephone notice to all active members.

Section 3 Executive meetings. In cases where a decision must be made quickly, the President can call an Executive meeting consisting of the President, Vice-President, Secretary, Treasurer, and one additional active member. In such cases, a summary of the action taken must be made at the next regularly scheduled general meeting. Actions taken that require follow-up must be voted on at the next regularly scheduled general meeting.

Section 4 Quorum. A quorum for any general or special meeting shall be the number of members in attendance. Unless otherwise specified in these Bylaws, decisions at these meetings will be made by a majority vote of those members present.

ARTICLE V **Officers.**

Section 1 President: The President shall prepare the agenda and preside at all meetings of the board and membership; shall appoint members of committees not elected, with a majority approval of the board, except for members of any Grievance Committee. The President also acts as the official spokesperson of the association unless the members choose to elect one.

APPENDIX E (Con't.)

S A M P L E B Y L A W S

- Section 2** Vice-President: The Vice-President shall assist the President; in the President's absence shall function as "Acting" President. The Vice-President will also function as "Acting" chair person of any committee that is lacking a chairperson.
- Section 3** Secretary: The secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence; shall make records available for inspection for any proper purpose at any reasonable time.
- Section 4** Treasurer: The treasurer shall be held accountable for all funds and shall give an accounting at each general meeting; shall receive, safeguard and disburse funds, but such disbursement shall require the signature of one other board member.
- Section 5** Elections: All four executive officers shall maintain office for one year. Nominations for each office shall be made at the general meeting in ____, with the election being held at the general meeting in ____.
- Section 6** Termination for nonattendance: Board members failing to attend _____ consecutive board meetings shall be automatically deemed to have resigned from the board. If a total of ____ meetings are missed (including both general and special), then automatic resignation will be assumed.
- Section 7** Declaring the conflict of interest: Whenever a member of the board determines that they have a conflict of interest relating to an item under discussion, they must inform the body hearing the proposal that the conflict of interest exists and may not vote on that matter.

ARTICLE VI **Miscellaneous.**

- Section 1** Checking account: A checking account will be held in the association's name at the following institution: _____.
- Section 2** Fiscal year: The fiscal year will be from _____ to _____.

ARTICLE VII **Amendments:**

The Bylaws may be amended at any regular meeting providing that the proposed items have been circulated to all members at least ____ days prior to the meeting at which they are to be considered and that two-thirds (2/3) of those members in attendance approve the amendment.



IF YOU HAVE QUESTIONS OR NEED MORE INFORMATION CONTACT:

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