

RIVERSIDE NEIGHBORHOOD PARTNERSHIP BYLAWS

ARTICLE I – NAME AND DEFINITIONS

Section 1.

- A. The name of this organization shall be the Riverside Neighborhood Partnership.
- B. The Riverside Neighborhood Partnership (RNP) is a coalition of neighborhood associations, businesses, non-profit organizations, educational institutions, and city government
- C. A “neighborhood association” is any group of two or more people, living in the same neighborhood within the boundaries of the City of Riverside, who come together for the purpose of improving or maintaining the livability of the neighborhood, and who are registered with the housing and neighborhoods division, Community Development Department within the City of Riverside.
- D. “Board members” shall mean members of the Riverside Neighborhood Partnership Board.
- E. “City” shall mean the City of Riverside.

ARTICLE II – PURPOSE

Section 1. The purpose of the Riverside Neighborhood Partnership (RNP) is to work together on improving the quality of life in Riverside.

Section 2. In general, the RNP Board’s goals are as follows:

- A. Encourage and facilitate the **formation of neighborhood associations** citywide.
- B. Provide a forum for **communication** between neighborhoods and the city.
- C. Offer **assistance and education** to neighborhood groups in solving problems and accessing resources.
- D. Provide neighborhood leadership **training**.
- E. Act as an **advocate** for neighborhood interests at City Hall.

ARTICLE III – BOARD MEMBERSHIP

Section 1. RNP Board membership shall consist of at least 25 members chosen in the following categories and determined by the following means:

- A. **15 Neighborhood Representatives** comprised of three residents from each of the city’s five designated Neighborhood Partnership Areas.
 - Each neighborhood representative must be a member of a neighborhood association.
 - Neighborhood representatives will be selected by election facilitated by the Membership Committee at an annual Neighborhood Caucus (one-third of the membership rotating out at completion of a 3-year term). Each year the Board shall establish the date for the annual Neighborhood Caucus by no later than the third meeting of the calendar year. Any tie vote shall be settled by a re-vote of the top two vote-getters or, in the case of a tie between two candidates, by a coin toss conducted by the caucus leader.
 - If such a caucus does not occur, or if a neighborhood representative vacancy is not filled by election at such a caucus, the vacancy shall be filled following the procedure adopted by the Board and attached to these bylaws as Exhibit 1.
 - If a current sitting neighborhood representative member’s seat becomes vacant before the completion of his/her term, the next runner-up from the previous caucus shall be asked to

fill the position until the end of that seat's term. If no alternate runner-up is available, the vacancy shall be filled following the procedure adopted by the Board and attached to these bylaws as Exhibit 1, or that seat shall remain vacant until the next election cycle at which time the position shall be filled for the remainder of its term.

- Neighborhood representative members may serve a portion or all of two consecutive terms and shall not run for an additional term without first taking a year off the Board.

B. 3 Business Members

- Business members shall be endorsed by a Neighborhood Association.
- All applications for membership under the business category shall follow the procedure adopted by the Board and attached to these bylaws as Exhibit 1.

C. 3 Education Members

- Education members shall be affiliated with the following:
Three members from three different accredited education institutions within the City of Riverside. The board will do its best to ensure that there is at least one member from higher education and one member from k-12 education with a broad geographic representation.
- All applications for membership under the education category shall follow the procedure adopted by the Board and attached to these bylaws as Exhibit 1.

D. 3 Non-profit/Community of Faith Members

- Non-profit/community of faith members shall be affiliated with a registered non-profit organization or community of faith within the city.
- All applications for membership under the non-profit/community of faith category shall follow the procedure adopted by the Board and attached to these bylaws as Exhibit 1.

E. 1 Riverside City Council Member

- The Riverside City Council member shall be the chair of the City Council Community Services and Youth Committee and shall serve as a liaison between RNP and the City Council.

Section 2. Each recognized neighborhood council be represented on the RNP Board.

Section 3. A full term of Board membership shall be three (3) years for neighborhood representatives. Term length for all other members will be at the discretion of the organization they represent, in consultation with the Membership Committee and confirmation by the full RNP Board.

Section 4. Neighborhood representatives and neighborhood council members must live within the city.

ARTICLE IV – DUTIES OF MEMBERSHIP

Section 1. Members shall be responsible for addressing issues of concern to neighborhoods and assisting in organizing emerging neighborhood groups.

Section 2. Members shall make recommendations to the Riverside City Council concerning neighborhoods and neighborhood matters, including recommendations of neighborhood councils following the procedure adopted by the Board and attached to these bylaws as Exhibit 2.

Section 3. Members will be required to serve on at least one RNP standing committee.

Section 4. Members may be removed from the RNP Board by an affirmative vote of two-thirds majority vote of the Board members present and voting at a regular meeting for cause, including but not limited to the following reasons:

- A. Absence from three regular meetings during a given year (January – December) will constitute that member's removal from the Board. Absences need not be consecutive. Member retains the option to appeal the third absence to the full Board no later than the next scheduled meetings;
- B. Incompetence, malfeasance, misfeasance, nonfeasance, neglect of duty, or conviction of a crime involving moral turpitude.

ARTICLE V – OFFICERS

Section 1. The officers of the RNP shall consist of a chairperson and two vice-chairpersons.

Section 2. At least two officers will at all times be neighborhood representatives.

Section 3. The officers shall be elected from the membership at the January Board meeting of each year.

Section 4. Each officer shall serve a term of one (1) year beginning in January and ending in December of that calendar year. No chairperson shall serve for more than two consecutive years.

Section 5. In case of a vacancy in office other than that of chairperson, the vacancy shall be filled by election at a subsequent regular meeting of the organization.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. The duties of the chairperson shall be to preside over all meetings of the organization, to appoint committee members and chairpersons, and to be or appoint the spokesperson for the organization to local government, the press, or other neighborhood organizations.

Section 2. The duties of the first vice-chairperson shall be to preside over meetings of the organization in the absence of the chairperson and to succeed to the office of chairperson in the event of a vacancy in that position.

Section 3. The duties of the second vice-chairperson shall be to preside over meetings of the organization in the absence of the chairperson and the first vice-chairperson and to succeed to the office of chairperson in the event of vacancies in both position.

ARTICLE VII - MEETINGS

Section 1. The regular meeting of the organization shall be held monthly usually commencing at 6:30 p.m. on the first Monday of the month. The location is to be designated by the membership or the Housing and Neighborhoods Division staff. The month of August is normally dark.

Section 2. A majority of all sitting Board members shall constitute a quorum for the transaction of business. A motion shall carry upon the affirmative vote of the majority of the members present at any meeting.

Section 3. Special meeting of the RNP Board may be convened at the call of the chairperson, or of the appropriate vice-chairperson in the absence of the chairperson. Upon petition of five (5) members of the Board, the chairperson shall be required to call a meeting of the Board within one week. Members shall be given at least 24 hours notice before any special meeting. The notice and agenda for any special meeting will be distributed in accordance with Brown Act, Sec. 54950 et seq of the California Government Code.

Section 4. All board and committee meetings shall be open to the public and notice shall be given to the public prior to convening of any meeting in accordance with the Brown Act as set forth in Section 54950 et seq. of the California Government Code.

Section 5. A quorum being present, the order of business at the meetings may include the following, not necessarily in this order:

- A. Call to Order/Introductions
- B. Approval of Minutes
- C. Mayor's Office/Council Members' Updates
- D. Neighborhood Watch Updates
- E. Chair's Report
- F. Old Business
- G. Committees' Reports
- H. Housing and Neighborhoods Staff Report
- I. Concerns from Visiting Neighbors
- J. Neighborhood Group Announcements
- K. Future Agenda Items
- L. Next Meeting
- M. Adjournment

ARTICLE VIII – COMMITTEES AND PROGRAMS

Section 1. Committees and programs of this organization shall be established by majority vote of the Board members present at a meeting of the organization.

Section 2. The standing committees and areas of responsibilities for each committee shall consist of, but not be limited to, the following:

A. Executive Committee

- Determine items for future RNP Board meeting agendas, suggest items for consideration by various RNP committees, facilitate orientation of new RNP Board members, and monitor all RNP programs, activities, and initiatives.
- The committee shall be comprised of the chairperson, vice-chairpersons, and immediate past-president of the RNP Board if applicable.

B. Bylaws Committee

- Review and forward to the Board for approval all updates to the RNP Bylaws.
- Review and forward to the Board for consideration any other documentation relating to RNP.

C. Marketing Committee

- Coordinate publicity of all RNP meetings, programs, activities, and initiatives.

- Coordinate communications to the City Council, including but not limited to the development of “Neighborhood Success Story” presentations.
- Coordinate communications between the Board and neighborhood associations.
- Assist member neighborhood associations in publicizing local events.

D. Membership Committee

- Facilitate Annual RNP elections.
- Review and forward to the Board for approval all applications for Board membership following the procedure adopted by the Board and attached to these bylaws as Exhibit 1.
- Seek potential new Board members to fill any vacancies.
- Develop procedures for cataloging RNP Board member activities to be included in the annual report to the City Council.
- The Riverside City Council member liaison shall be an ex-officio member of the committee.

E. Neighborhood Awards Committee

- Review and forward to the Board for approval all applications for neighborhood awards, including but not limited to the Neighborhood Spirit Awards, the Jack B. Clarke Award, and the Matching Grant Program.
- Solicit raffle prizes for the Neighborhood Conference.

F. Neighborhood Conference Committee

- Coordinate with the Housing and Neighborhoods Division in planning, organizing, and evaluating the annual Riverside Neighborhood Conference.
- Coordinate with the Housing and Neighborhoods Division in planning, organizing, and evaluating other annual events, including but not limited to the Neighborhood Caucus and the Neighborhood Leadership Academy.

Section 2. Committee members and chairpersons shall be appointed by and serve at the pleasure of the chairperson. The chairperson may also appoint ad hoc committees to serve specific functions for limited periods of time.

Section 3. Committees shall attempt to meet, in person or by other means, every month and must meet at least once every two months. All committee-meeting agendas are to be noticed to the entire RNP Board within 72 hours of the meeting. Committees are to forward recommendations for full Board action. Committee chairpersons shall be responsible to make sure committee business is conducted in a timely and effective manner.

Section 4. The elected chairperson shall be an ex-officio member of all committees.

ARTICLE IX – PROCEDURE

Unless the meeting has adopted some other procedure, all meetings of this organization are governed by guidelines of Robert’s Rules of Order.

ARTICLE X – RECORDS

Minutes of the organization will be kept on file with the Housing and Neighborhoods Division.

ARTICLE XI – REPORT TO THE CITY

Section 1. The chairperson and the immediate past chairperson or their designee(s) shall present an annual written report of RNP activities for the past year to the Mayor and City Council. It may also make appropriate recommendations. The report shall include the following:

- A. The name of the Board.
- B. The Board’s goals, objectives, and functions.
- C. Reference to all reports and recommendations presented to the City Manager, Council, and/or Mayor.
- D. The number of meetings held.
- E. Attendance records of all members.
- F. A list of city personnel who have attended meetings to assist the Board.

Section 2. The report shall be submitted by the chairperson and the immediate past chairperson to the full Board no later than the regularly scheduled Board meeting in February of each year. Subsequent to Board approval, the report shall be submitted to the Mayor and City Council by March 31st of each year.

ARTICLE XII – AMENDMENTS

Section 1. The bylaws of this organization may be amended at any meeting, provided that the proposed amendments have been sent to all Board members prior to the meeting at which they are to be considered.

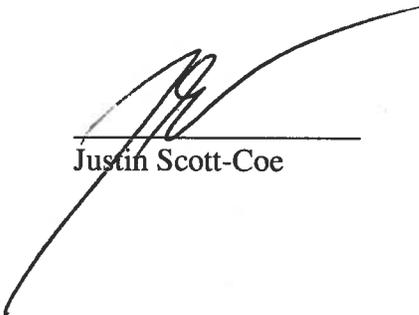
Section 2. Amendments shall be ratified by a two-thirds majority vote of the Board members present and voting at a regular meeting.

Dated November 5, 2012

Chairperson

1st Vice-Chairperson

2nd Vice-Chairperson



Justin Scott-Coe



Erin Snyder



Jeff Wright

RIVERSIDE NEIGHBORHOOD PARTNERSHIP BYLAWS

EXHIBIT 1

Procedure for Filling Board Vacancies

The following procedure shall be used to approve candidates for filling all Board vacancies in the absence of a designated Alternate:

1. Individuals interested in filling a RNP Board vacancy shall submit an application to the Board for consideration. The application shall include a written referral from the leadership of the neighborhood group or community organization that the applicant will represent on the Board.
2. All applications for Board vacancies submitted for consideration shall be reviewed by the Membership Committee prior to the next scheduled Board meeting.
3. The Membership Committee shall give special consideration to geographic diversity when considering applicants for membership on the RNP Board.
4. The Membership Committee shall bring forward all applicants and present their recommendation for consideration by the full Board at the next scheduled meeting.
5. Individuals seeking to fill a Board vacancy shall be allowed to give a short presentation to the Board as to his/her qualifications and what he/she can do as a member of the Board.
6. In the event that there is more than one applicant for the same Board vacancy, the candidates shall be given an equal opportunity to give a brief presentation prior to a vote by the Board.
7. Board members may ask questions of the applicant(s) following their presentation and may move for a brief discussion prior to a vote by the Board.
8. Applicants shall be asked to leave the room while the Board deliberates and cast their votes.
9. The Board may choose to table a vote on the applicant(s) to a subsequent meeting for the purpose of further reviewing a candidate's qualifications.
10. An applicant for a Board vacancy shall be considered approved by a majority vote of the Board members present.
11. The approved applicant shall be seated at the next regularly scheduled meeting of the Board.
12. The new Board member shall receive an orientation from the Executive Committee within two weeks of being seated.

RIVERSIDE NEIGHBORHOOD PARTNERSHIP BYLAWS

EXHIBIT 2

Procedure for Recommending Neighborhood Councils

The following procedure shall be used to recommend neighborhood associations to the Riverside City Council to be recognized as “neighborhood councils” under the formal neighborhood council approach adopted by the City Council on May 25, 2010:

1. A complete neighborhood council application shall be submitted to the RNP chairperson by the Housing and Neighborhoods Division or by a representative of a neighborhood association applying to become a neighborhood council.
2. The chairperson shall forward the application to the Membership Committee.
3. The Membership Committee shall review the application and then bring forward the application and present their recommendation for consideration by the full Board no later than the second scheduled meeting following submittal of the application.
4. The leadership of the neighborhood association seeking recognition as a neighborhood council shall be allowed to give a short presentation to the Board as to the qualifications and suitability of the neighborhood association to serve as the neighborhood council.
5. Board members may ask questions of the applicant following their presentation and may move for a brief discussion prior to a vote by the Board. The applicant may be asked to leave the room while the Board deliberates and cast their votes.
6. The Board may choose to table a vote on the applicant to a subsequent meeting for the purpose of further reviewing the qualifications of the applicant.
7. An applicant seeking recognition as a neighborhood council shall be considered recommended by the Riverside Neighborhood Partnership by a majority vote of the Board members present.
8. The recommendation of a neighborhood association to be recognized as a neighborhood council shall be forwarded to the City Council by the chairperson in writing within ten (10) days of the Board vote.