

RIVERSIDE NEIGHBORHOOD PARTNERSHIP BY-LAWS

ARTICLE I - NAME

Section 1.

- A. The name of this organization shall be the Riverside Neighborhood Partnership (RNP).
- B. The "Riverside Neighborhood Partnership" is comprised of all neighborhood associations registered with the Housing and Neighborhoods Division, Development Department.
- C. A "neighborhood association" is any group of two or more people, living in the same neighborhood, who come together for the purpose of improving or maintaining the livability of the neighborhood.
- D. "Board members" shall mean board members of the Riverside Neighborhood Partnership.
- E. "City" shall mean the City of Riverside.

ARTICLE II - PURPOSE

The Riverside Neighborhood Partnership (RNP) is a coalition of neighborhoods, business, non-profit organizations, education, and city government working together to improve the quality of life in Riverside.

In general, the RNP Board's goals are as follows:

- 1.) Encourage and facilitate the **formation of neighborhood associations** citywide.
- 2.) Provide a forum for **communication** between neighborhoods and the City.
- 3.) Offer **assistance and education** to neighborhood groups in solving problems and accessing resources.
- 4.) Provide neighborhood leadership **training**.
- 5.) Act as an **advocate** for neighborhood interests at City Hall.

ARTICLE III - BOARD MEMBERSHIP

Section 1. RNP Board Membership shall consist of a maximum of 25 members 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 Residential representative must be a member of a neighborhood organization, neighborhood watch, or other identifiable neighborhood group registered with the Housing and Neighborhoods Division.
 - Residential representatives will be selected by election 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 Membership Subcommittee shall recommend a replacement to the Board for confirmation following the procedure for filling Board vacancies adopted by the Board and attached to these by-laws 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 Membership Subcommittee shall recommend a replacement to the Board for confirmation following the procedure for filling Board vacancies adopted by the Board and attached to these by-laws 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 run for an additional term without first taking a year off the board.

B Business Members

- Business members shall be members of or endorsed by a local chamber of commerce or business improvement district within the City of Riverside.
- All applications for membership under the Business category shall follow the procedure for filling Board vacancies adopted by the Board and attached to these by-laws as Exhibit 1.

C Education Members

- Education members shall be affiliated with the following:
One member from Alvord Unified School District, one member from Riverside Unified School District, and one member from an accredited college or university within the City limits.
- All applications for membership under the Education category shall follow the procedure for filling Board vacancies adopted by the Board and attached to these by-laws as Exhibit 1.

D 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 of Riverside
- All applications for membership under the Non-profit/Community of Faith category shall follow the procedure for filling Board vacancies adopted by the Board and attached to these by-laws as Exhibit 1.

E Council Member (liaison – chair of the Community Services and Youth Committee)

Section 2. A full term of board membership shall be 3 years residential members, and term length for appointed members will be at the discretion of the organization they represent.

Section 3. Board members must live within the City of Riverside.

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.

Section 3. Members will be asked to serve on RNP standing and/or ad hoc subcommittees.

Section 4. Members may be removed from the RNP board by an affirmative vote of 2/3 for cause including 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 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 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.

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 Chair, or of the Vice-Chair in the absence of the Chair. Upon petition of five (5) members of the board, the Chair shall be required to call a meeting of the board within one week. Members will 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 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/Introduction
- B. Approval of Minutes
- C. Mayor's Office/Council Members' Updates
- D. Neighborhood Watch Updates
- E. Chair's report
- F. Old Business
- G. Subcommittees' Report
- H. Housing and Neighborhoods staff report
- I. Concern 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. Committee members and chairpersons shall be appointed by and serve at the pleasure of the chairperson.

Section 3. The elected Chair shall be an ex-officio member of all subcommittees.

Section 4. The Council Member liaison will be an ex official member of the RNP Membership Subcommittee.

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 XII - 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.

Last update 03/01/10

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 XI - AMENDMENTS

Section 1. The by-laws 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 Riverside Neighborhood Partnership Board members present and voting at a regular meeting.

Dated March 1, 2010

Chairperson

1st Vice Chair

2nd Vice Chair

Scott Andrews

Amy Aldana

Cindy Jensen

RIVERSIDE NEIGHBORHOOD PARTNERSHIP BY-LAWS

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 Subcommittee prior to the next scheduled Board meeting.
3. The Membership Subcommittee shall give special consideration to geographic diversity when considering applicants for membership on the RNP Board.
4. The Membership Subcommittee 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.