

Buckman Community Association STANDING RULES - September 13, 2018

Background

Section 8 of Article V- Meetings of the Buckman Community Association refers to STANDING RULES: There shall be standing rules relating to the operation of meetings, the responsibilities of members, and other matters as deemed appropriate by the Board of directors. They may be amended by a majority vote of the Board of directors at a Board meeting to take effect at future meetings of the BCA. These rules will be reviewed and revised bi-annually after the election of new Board members.

Article V of the bylaws and SE Uplift's "Dos and Don'ts of Discussions and Voting" provide guidance on several matters including notification of meetings, voting rules and procedures, and guidance on topics that can and cannot be discussed over email.

Article II of the BCA Bylaws state the purpose of the BCA, which is to improve and enhance the livability of the Buckman Neighborhood, improve communications, and improve neighborhood cohesiveness. These Standing Rules provide additional guidance for the operation Board business *with the intention of supporting the purpose of the BCA*.

1. Agenda setting process - reviewing proposals or grievances

The purpose of this standing rule is to provide a clear and transparent process for Board members, members of the BCA and others to propose agenda items, including proposals or grievances that the petitioner would like the Board of directors to take a position on.

The specific procedure of the Board of directors for reviewing proposals or grievances submitted to it by any individual or group shall be as follows:

1. Petitioner must submit in writing the proposal or grievance requested for Board discussion and/or action.
2. Within five (5) days of receipt of such written solicitation, the Chair(s) of the Board shall establish the date and time the item will be on the agenda of the Board or general membership meeting.
3. The petitioner shall be informed in writing of this date and time.
4. The petitioner should provide any relevant and necessary information to the Board.
5. Those people directly affected by a proposal shall be notified by email, newsletter, flier, mailing, or telephone call, and allowed reasonable time for review and reaction (not less than twenty-four (24) hours prior to the meeting).
6. The petitioner shall be made fully aware of the steps required in the pursuit of their proposal.

2. Process for Board review and voting on positions the Board may take

The purpose of this standing rule is to 1) ensures Board members have an opportunity to review and discuss any formal position proposed by another Board member or member of the BCA, such as a letter to the city; and 2) ensures Board members know what they are voting on by providing all necessary information (e.g. draft letter) and sufficient notice that a vote will be taken.

1. After following the process outlined above to bring a proposal to the Board's attention, the Board shall do one of the following at a Board or general meeting:
 - a) accept to take a position on the proposal;
 - b) decline to take a position on the proposal;
 - c) request deferral of the proposal and state when;
 - d) request re-submission of the proposal with additional information with recommended agenda.
2. Voting on matters regarding correspondence to the city, associated committees or agencies, must be announced by the Board at least one week prior to the vote (except as provided below), and must provide adequate time on the agenda for Board members to deliberate on the merits of the proposal at the meeting.
3. The one-week notice of voting matters correspondence to the city or associated committees can be waived in case of emergency by a vote of seventy-five percent of those Board members present, with a quorum. (i.e. 4-1, 5-1, 6-2, 7-2). Adequate time for Board deliberation must still be provided.
4. All correspondence to the city or associated committees on behalf of the BCA Board must be sent to the Board for review one week before sending, and the Board must be copied on all such correspondence. Where one week cannot be provided to meet a specific timeline, a different review period may be agreed to by the Board (at the meeting where the vote is taken), but should not be less than 24 hours.
5. All correspondence to the city or associated committees on behalf of the BCA should include the vote tally, and the reason for dissenting opinions, if any.

3. Representation in external organizations

Individuals seeking the endorsement of or nomination by the Buckman Community Association for membership on boards, Committees, or other organizations outside the BCA, where there is an expectation that the individual is acting as a representative of the association membership shall:

1. Be endorsed or nominated by a majority vote of the board
2. Represent the interests and formally expressed intent of the BCA board of directors.

3. Periodically report back to the board at a general meeting. Unless the board decides on a more appropriate frequency, this should happen at least quarterly and whenever seeking board feedback is appropriate.
4. Seek renomination by each new board, annually.

The board of directors may decline to renominate the individual, or (via the same rules for removing a board officer) determine that the individual is failing to fulfill expectations. As a condition of nomination or endorsement, the BCA expects its nominee / representative to resign in favor of whomever the board chooses. This expectation exists regardless of any term-of-membership that might exist for the external organization.

Revision History

Date/Minutes	Change
2016-04-14/2016-05-12	Initial version
2018-09-13	Add section 3, Representation in external organizations