

HOW TO ESTABLISH A NEIGHBORHOOD ASSOCIATION



County of Sacramento

Neighborhood Services Division

Department of Community Development

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HOW TO ESTABLISH A NEIGHBORHOOD ASSOCIATION

WHAT DOES IT MEAN TO BE A GOOD NEIGHBOR?

History precludes that being a neighbor is being someone who lives with others within a social community. Within this social community, reside individuals, families, businesses, and schools. A good neighbor is someone who is interested in their entire neighborhood by showing respect for the property of others and their interest does stop at their property line. Neighbors are individuals who work together to improve their neighborhood. Most individuals contribute to the social and economic prosperity of their neighborhood by establishing and participating in neighborhood associations.

Establishing and maintaining positive relationships with others who reside within their community proves to be beneficial not only for individual residents, but for their entire neighborhood. Some of the direct and indirect benefits of residing in desirable neighborhoods are that people obtain a sense of security because they know that they can rely upon the eyes and ears of their neighbors to protect their property.

WHAT IS A NEIGHBORHOOD ASSOCIATION?

A neighborhood association is a voluntary organization of residents who work together to improve and maintain the quality of life in their neighborhood. Associations can form out of a concern over a particular issue or as a means of enhancing a “sense of community.” Neighborhood associations can work collaboratively with their local government agencies to facilitate the need for a rapid response from local agencies and residents to resolve communities concerns. Forming a neighborhood association can make a big difference in the quality of life for you and your community.

STEPS TO ESTABLISH A NEIGHBORHOOD ASSOCIATION

- 1) Begin by hosting a community meeting to become familiar with your neighbors and your neighborhood. This will enable you to identify what the community issues that require a collaborative effort to identify a solution. Attendees must also be asked:
 - What is it that we wish to achieve through our efforts?
 - Do we believe that as a group, we can better supplement local government efforts to improve our community?
 - Can we, as a group, help to enhance the quality of life of our neighborhood?
 - Finally...Do we need and want a neighborhood association?

If a consensus has established that residents would like to form a neighborhood association:

- 2) Form a **planning committee** composed of people who have a genuine interest in neighborhood improvement. The action committee should guide the groups planning efforts.
- 3) The committee meets to establish:
 - boundary lines
 - vision/mission of group
 - general outreach plan to targeted neighborhood
 - date for general meeting

ROLE OF THE PLANNING COMMITTEE

The planning committee should guide the groups planning efforts. The action committee should:

- a) Develop action strategies for issues which have been defined by the larger group.
- b) Act as the leadership group before the group adopts a formal structure.
- c) Brainstorm alternative solutions to issues.
- d) Identify resources (within and outside of the community that is) available to the group.

CONDUCTING NEIGHBORHOOD OUTREACH

Conducting neighborhood outreach is the perfect time to become acquainted and reacquainted with new and old neighbors. Engaging one another will foster new relationships within neighborhoods. Contacting potential association members is vital to ensuring the success and development of one's neighborhood, so, here are some steps that are necessary to attracting association members:

- 1) Identify people who can help:
 - a) People/groups who have already achieved the results your group desires. (For suggestions on how to identify potential leaders in your neighborhood, please refer to page 30).

- 2) Conduct a door-to-door canvas of your neighborhood to:
 - a) Inform residents about the desire to establish a neighborhood association. Provide interested parties with a list of frequently asked questions and a contact list for county resources. (For a list of frequently asked questions, please refer to page 31).
 - b) Invite interested parties to the general meeting.
 - c) Provide individuals with the neighborhood needs survey (which should be returned at the general meeting).
 - d) Identify potential block representatives/leadership.
 - e) Establish the initial neighborhood data base.

- 3) Begin to build on the strengths of the neighborhood, once you have identified and selected your representatives and members.
 - a) Network with other neighborhood associations.
 - b) Network with non-profits organizations, such as: the Board of Supervisors, school and parent groups, and drug/alcohol/gang intervention groups, churches, police departments, and the departments of neighborhood services.

FIRST GENERAL MEETING

In preparation for the first general meeting, the planning committee should have:

- Meet with county representatives to identify county resources available to the group (i.e. Department of Neighborhood Services personnel or elected board member).
- Establish draft boundary lines for your neighborhood.
- Draft a vision/mission statement for the group.
- Created a general outreach plan to your targeted neighborhood.
- Establish a date, finalized a meeting location, and publicized the first general meeting.
- Conduct reminder phone calls to interested parties.
- Identify a potential project to focus the group's efforts (preferably something that is not a controversial issue with the neighborhood).

What should happen at the kickoff meeting?

- Discuss the mission/vision of the association.
- Vote on the discussed and modified vision.
- Identify your community's issues/concerns. Prioritize the list.
- Form a strategy for tackling the top priority issue(s).
- Answer key questions.
- Involve as many participants as possible.

EXPANDING YOUR POLITICAL INFLUENCE

You will need to expand your political Influence with local leaders in order to effectively accomplish your agenda. You can expand your political influence by:

- c) Become familiar with the political process of your local community.
- d) Volunteering for advisory boards and committees.
- e) Attend//testify at meetings.
- f) appear/testify before councils, boards, and commissions
- g) Communicate with your council member and/or your Board of Supervisors office.

For additional information regarding the Board of Supervisors; their meeting times and locations, agendas, how to testify at the Board of Supervisors, etc. Please refer to page 32.

ORGANIZATIONAL STRUCTURE MANUAL

INTRODUCTION

In this booklet are sample forms to assist you with getting your association organized. These forms will serve can serve as a reference for your organization to create original documents.

FORMS:

1. **ORGANIZATION STRUCTURE:** This is an outline of a typical membership group.
2. **SAMPLE MEMBERSHIP APPLICATION:** Decide what information is pertinent to know about the members of your association and design your member application accordingly. Use the form to learn about their community interests, skills and equipment they have to contribute.
3. **SAMPLE BYLAWS FOR A NEIGHBORHOOD ASSOCIATION:** This is an outline of bylaws.
4. **RUNNING SUCCESSFUL MEETINGS:** Here is a guide to conducting interesting, productive and concise meetings.
5. **SAMPLE AGENDA:** :List the topics to discuss in the meeting in order to prioritize them, as well as assigning time limits to them to ensure that all topics are discussed.
6. **SAMPLE COMMITTEE INFORMATION SHEET:** The work of the association needs to be divided and assigned to committees. Define each committee's responsibilities.

7. **SAMPLE COMMITTEE REPORT:** This form provides an example of standardized reporting methods for how each committee should report their activities to the Board of Directors.

8. **SAMPLE VOLUNTEER JOB DESCRIPTION:** This informs volunteers about what commitment is expected and necessary from participants.

NON-PROFIT STATUS

What is the nonprofit sector?

The nonprofit sector is the collective name used to describe institutions and organizations in American society that are neither government nor business. Other names often used include the not-for-profit sector, the third sector, the independent sector, the philanthropic sector, the voluntary sector, or the social sector. Outside the United States, nonprofits are often called nongovernmental organizations (NGOs) or civil society organizations.

These other names emphasize the characteristics that distinguish nonprofits — voluntary sector to acknowledge the importance of volunteers and voluntary action, independent sector to distinguish nonprofits from business and government, and social sector to underscore how the activities of nonprofits enhance the social fabric of our country.

The sector may be called nonprofit, but that doesn't mean that the organizations within it cannot or should not charge fees or generate revenue that exceeds expenses (in other words, make a profit). Instead, it means that nonprofits, unlike businesses, do not exist to make money for owners or investors.

Instead, these groups are dedicated to a specific mission. The nonprofit sector in the United States is vast and diverse and touches all our lives. It includes more than a million organizations that spend more than \$500 billion each year — more than the gross domestic product of Brazil, Russia, or Australia. About 6 percent of all organizations in the U.S. are nonprofits, and one in 15 Americans works for a nonprofit. Within this disparate group are many types of organizations. Section 501(c) of the tax code, which outlines the types of organizations eligible for tax exemption, lists more than 25 classifications of nonprofits.

Major subcategories of nonprofit organizations include

- **Charities.** Nonprofits that are exempt under Section 501(c)(3) are often called charities, but these organizations do far more than provide free care and services to the needy. Hospitals, museums and orchestras, private schools, public television and radio stations, and many other organizations are 501(c)(3) nonprofits. The majority of nonprofits operating in the United States are classified as public charities. More than 600,000 public charities were registered with the IRS in 1997. To be considered a public charity, the organization must be able to show broad public support, rather than funding from an individual source. Individuals and corporations that give money to these organizations can deduct the value of gifts from their taxable income, provided they file itemized tax returns.
- **Foundations.** Many individuals, families, businesses, and communities establish foundations as a way to support causes and programs that benefit society.

Foundations, which are also 501(c)(3) nonprofits, are one of the most complex components of the nonprofit sector. As a result of federal legislation passed in 1969, private foundations are subject to more stringent regulation and reporting requirements than other types of nonprofits. They are required to make grants equal to at least 5 percent of their investment assets each year, and generally pay a 2 percent excise tax on net investment earnings. There are nearly 40,000 foundations in the United States. Here are the most common types:

- **Private foundations** usually have a single source of funding (an individual, a family, or a business), and use income from investments to make grants to charitable nonprofit organizations. The Ford Foundation, the Carnegie Corporation, and the W.K. Kellogg Foundation are well known examples. Corporate foundations are private foundations that receive funding from and make grants on behalf of a corporation. The Metropolitan Life Foundation and the American Express Foundation are examples. Many corporations have in-house corporate giving programs instead of or in addition to corporate foundations.
- **Operating foundations** are private foundations that use the bulk of their resources to carry out their own charitable programs, rather than by making grants to other nonprofits. The Carnegie Endowment for International Peace and the Getty Trust are examples of operating foundations.
- **Community foundations** pool the resources of many donors and focus their grant making on a particular city or region. The Cleveland Foundation and the New York Community Trust are examples of community foundations. The Internal Revenue Service (IRS) classifies community foundations as publicly supported charities, not private foundations. Therefore, these groups are not subject to excise taxes or distribution requirements like private foundations and donations by individuals are tax-deductible.

Some nonprofits, such as hospitals and public colleges, create related or supporting 501(c)(3) organizations that are called foundations; these groups are fund-raising (rather than grant making) organizations, and typically raise money from a broad range of donors and then distribute the proceeds to the parent organization. In addition, some other charities include the word foundation in their names even though they are not considered foundations according to legal definitions.

- **Social welfare organizations.** Nonprofits such as the National Association for the Advancement of Colored People, the National Rifle Association, and the National Organization for Women are exempt under Section 501(c)(4) of the tax code. These nonprofits are often called social welfare or advocacy organizations. Contributions to 501(c)(4) organizations are not tax-deductible, and 501(c)(4) nonprofits have greater latitude to participate in legislative advocacy, lobbying, and political campaign activities.

- **Professional and trade associations.** Chambers of commerce, business leagues, and other organizations that promote the business or professional interests of a community, an industry, or a profession generally qualify for tax-exemption under Section 501(c)(6) of the tax code. Although contributions to these organizations are not tax-deductible, membership dues may be deductible as business expenses.

Many people believe that nonprofits receive most of their funds from private contributions. In reality, many nonprofits (hospitals and universities are good examples) generate revenue by charging fees for the services they provide, earning interest on investments, or producing and selling goods. Many organizations also receive funding from government, either in the form of outright subsidies or for providing services on a contract basis.

The idea of the nonprofit sector may be abstract and poorly understood, but the sector's role in our society is tangible and easily recognized. Freed from the profit motive that dominates business and from the constraints of government, the nonprofit sector serves as a forum for the creation and dissemination of new ideas, an efficient vehicle for delivering social services, and a guardian of our environment, values, and heritage.

SOURCE: Board Source: <http://www.ncnb.org/FullAnswer.asp?ID=82>

FORMING A NON-PROFIT ORGANIZATION:

Every nonprofit organization must have a carefully developed structure and operating procedures in order to be effective at fulfilling its purpose. Good governance starts with helping the organization begin on a sound legal and financial footing in compliance with the numerous federal, state, and local requirements affecting nonprofits.

- **Determine the purpose of the organization.** Every organization should have a written statement that expresses its reason for being. Resources: Board members, potential clients and constituents.
- **Form a board of directors.** The initial board will help translate the ideas behind the organization into reality through planning and fund-raising. As the organization matures, the nature and composition of its board will also change.
- **File articles of incorporation.** Not all nonprofits are incorporated. For those that do wish to incorporate, the requirements for forming and operating a nonprofit corporation are governed by state law. Resources: Your secretary of state or state attorney general's office.
- **Draft bylaws.** Bylaws — the operating rules of the organization--should be drafted and approved by the board early in the organization's development. Resources: An attorney experienced in nonprofit law.

- **Develop a strategic plan.** The strategic planning process helps you express a vision of the organization's potential. Outline the steps necessary to work toward that potential, and determine the staffing needed to implement the plan. Establish program and operational priorities for at least one year. Resources: Board members; planning and management consultant.
- **Develop a budget and resource development plan.** Financial oversight and resource development (e.g., fundraising, earned income and membership) are critical board responsibilities. The resources needed to carry out the strategic plan must be described in a budget and financial plan. Resources: financial consultant.
- **Establish a record keeping system for the organization's official records.** Corporate documents, board meeting minutes, financial reports, and other official records must be preserved for the life of the organization. Resources: Your secretary of state or state attorney general's office.
- **Establish an accounting system.** Responsible stewardship of the organization's finances requires the establishment of an accounting system that meets both current and anticipated needs. Resources: Certified public accountant experienced in nonprofit accounting.
- **File for an Internal Revenue Service determination of federal tax exempt status.** Nonprofit corporations with charitable, educational, scientific, religious, or cultural purposes have tax exempt status under section 501(c)(3) – or sometimes section 501(c)(4) – of the Internal Revenue Code. To apply for recognition of tax exempt status, obtain form 1023 (application) and publication 557 (detailed instructions) from the local Internal Revenue Service office. The application is an important legal document, so it is advisable to seek the assistance of an experienced attorney when preparing it. Resources: Your local IRS office, an attorney.
- **File for state and local tax exemptions.** In accordance with state, county, and municipal law, apply for exemption from income, sales, and property taxes. Resources: State, county, or municipal department of revenue.
- **Meet the requirements of state, county, and municipal charitable solicitation laws.** Many states and local jurisdictions regulate organizations that solicit funds within that state, county, or city. Usually compliance involves obtaining a permit or license and then filing an annual report and financial statement. Resources: state attorney general's office, state department of commerce, state or local department of revenue, or county or municipal clerk's office.

Other steps:

- Obtain an employer identification number from the IRS
- Register with the state unemployment insurance bureau
- Apply for a nonprofit mailing permit from the US Postal Service
- Obtain directors' and officers' liability insurance

SOURCE: Board Source: <http://www.ncnb.org/FullAnswer.asp?ID=101>

TERMS/DEFINITIONS:**Incorporation**

The process for when a company receives a state's permission to function as a corporation. After incorporation, the company will show that it is incorporated by adding the word "incorporated" into its name. "Inc." or other acceptable abbreviations may be used.

Articles of Incorporation

Document filed with the State of California by corporation founders. Once the state approves the articles, it will issue a certificate of incorporation. The articles and the certificate form the Corporate Charter and gives the corporation its legal existence. The charter provides such information as the corporation's name, purpose, amount of authorized shares, and the number and identity of directors.

Corporate Charter

A document that is prepared during the formation of a corporation. It states the corporation's goals and objectives as well as what the corporation can do and cannot do to fulfill its goals.

Corporation

A legal entity chartered by a state or the federal government and is separate and distinct from the persons who own it. A corporation is considered an artificial person--it may own property, incur debts, sue or be sued.

SAMPLE MEMBERSHIP APPLICATION

NAME: _____

ADDRESS: _____

TELEPHONE: _____ DAY _____ EVENING

Our Neighborhood Association depends upon you, its members, to make it effective. In order to attain what your interests and skills are, would you please provide us with answers to the following questions. Thank you.

INTERESTS: Do you wish to be involved in:

- | | |
|---|--|
| <input type="checkbox"/> committee activities | <input type="checkbox"/> projects or events |
| <input type="checkbox"/> on an ongoing basis | <input type="checkbox"/> occasionally |
| <input type="checkbox"/> fund raising | <input type="checkbox"/> office activities |
| <input type="checkbox"/> crime watch | <input type="checkbox"/> children's activities |
| <input type="checkbox"/> other interests: _____ | |

SKILLS: Please check the skills you can bring to our neighborhood association.

- | | |
|--|--|
| <input type="checkbox"/> artistic design/decoration | <input type="checkbox"/> clerical |
| <input type="checkbox"/> computer skills | <input type="checkbox"/> occasionally |
| <input type="checkbox"/> experience as a committee member | <input type="checkbox"/> fund-raising |
| <input type="checkbox"/> financial planning/management | <input type="checkbox"/> hospitality |
| <input type="checkbox"/> newsletter writing/editing | <input type="checkbox"/> public relations/speaking |
| <input type="checkbox"/> experience as a committee chairperson | |
| <input type="checkbox"/> other interests: _____ | |

Do you have access to equipment, such as computers, copy machines, etc. which could help the association? _____ If so, what? _____

SAMPLE FOR * NEIGHBORHOOD ASSOCIATION**

*** Insert name of organization

Article I PURPOSE

Section 1 NAME OF ORGANIZATION: The name of the organization shall be***.

Section 2 PURPOSE: The purposes for which *** is organized are:

- a. To enhance the livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, government agencies and other neighborhoods.
- b. To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
- c. To perform all of the activities related to said purposes, to have an enjoy all of the powers granted and engage in any lawful activity for corporations may be organized under California non-profit corporation law.
- d. To be organized exclusively for educational, scientific, and charitable purposes. Notwithstanding any statement of purpose or powers aforesaid, this association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its specific and primary purpose.

Section 3 MEMBERSHIP: Membership in *** shall be open to all residents, property owners and business licensees located with in the boundaries of ***, as defined in Article X of these bylaws. To

become a member, a membership application must be completed and filed with the Association secretary and annual dues must be paid.

Section 4 VOTING: All members, 18 years of age or older, shall have one vote each to cast during attendance at any general or special meeting.

ARTICLE II FUNDING

Section 1 DUES: Annual dues will be *** dollars per member to be collected by the 15th of the month preceding the annual election.

Section 2 CONTRIBUTIONS: Voluntary contributions will be accepted.

Section 3 FUND RAISING: Activities to raise funds for the *** association may be held if appropriate and approved by the Board.

ARTICLE III MEETINGS

Section 1 GENERAL MEETINGS: There shall be at least three general meetings held yearly on days decided upon by the majority vote of the Board of Directors. Notification for all meetings shall require seven (7) days advance written or telephone notice to all members of ***.

Section 2 ANNUAL MEETING: One membership meeting shall be designated as the annual meeting. At this meeting:

- The President shall report on the state of the association.
- The Treasurer shall give an annual financial report.

- Elections for Members of the Board shall be held.

Section 3 SPECIAL MEETING: A special meeting of the membership may be called by the chairperson or by a majority of the board of directors as deemed necessary. Notification and purpose of the meeting shall require seven (7) days advance written or telephone notice to all active members of ***.

Section 4 AGENDAS: Subject to the approval of the Board of Directors, the President shall prepare the agenda for general and special meetings of the membership. Any person may add an item to the agenda by submitting the item in writing to the board of directors at least seven (7) days in advance of the membership meeting. Any member of *** may make a motion to add an item to the board, general or special agendas at those respective meetings. Adoption of that motion requires a second and majority vote.

Section 5 QUORUM: A quorum for any general or special meeting of *** shall be 2/3 of the number of members in attendance. Unless otherwise specified in these bylaws, decisions of *** shall be made by a majority vote of those members present at any meeting.

Section 6 PARTICIPATION: Any general, special, or committee meeting is open to any person and all who wish to be heard. However, only members are entitled to vote. All actions or recommendations of the general or special meetings shall be communicated to all affected parties, including minority reports.

Section 7 PROCEDURES: The *** shall follow the Roberts Rules of Order in all areas not covered by the by laws.

ARTICLE IV BOARD OF DIRECTORS

Section 1 COMPOSITION OF THE BOARD: The board of directors hereinafter referred to as the board, shall be composed of 9 members.

Section 2 DUTIES OF THE BOARD:

- a. MANAGEMENT: The affairs of the *** shall be managed by the board in the interim between general meetings. The board shall be accountable to the membership; shall seek the views of those affected by any proposed policies or reactions before adopting any recommendation on behalf of ***; and shall strictly comply with these bylaws.

- b. VACANCIES: The board may fill any vacancy on the board or a committee by majority vote. A member appointed to fill a vacancy shall serve the remainder of the unexpired term.

- c. BOARD MEETINGS: The board shall meet once a month and at least fourteen (14) days prior to any general or special meeting or at any other time the President may designate. These meetings shall be open conducted in an open session; however only board members may vote. A quorum for the board meetings shall be fifty (50) percent plus one of the board members; decisions shall be made by majority vote. The Director shall be notified of board meetings in writing or by telephone in advance. A majority of board members, by signed petition, may call a board, general or special meeting.

- d. EMERGENCY POWERS: In such cases where the board is required to provide neighborhood response before the questions

is presented to the membership, the board must indicate to the questioner that this is the case, and shall present the action taken at a special or general meeting within thirty (30) days, or within a reasonable time for ratification by the membership where circumstances dictate.

Section 3 OFFICERS: The board shall elect from among its members a President, Vice-President, Secretary, and Treasurer at the first board meeting and following the annual election.

Section 4 DUTIES OF THE OFFICERS:

- a. PRESIDENT: The President shall prepare the agenda and preside at all meetings of the board and membership; shall appoint chairs of committees with majority approval of the board.
- b. VICE PRESIDENT: The Vice-President shall assist the President and preside at meetings in the absence of the President.
- c. SECRETARY: The Secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence for ***; shall make records of *** available for inspection for any proper purpose at a reasonable time.
- d. TREASURER: The Treasurer shall be held accountable for all funds and shall give an accounting at each general meeting; shall receive, safe keep and disburse *** funds, but such

disbursement shall require the signature of one other board member.

ARTICLE V COMMITTEES

Section 1 STANDING COMMITTEES: The following standing committees shall be instituted to be responsible for programs and activities of the *** of a long standing nature. The chairman of the committees shall be appointed by the President with the agreement of the Board of Directors and may be dismissed without cause by the President with the agreement of the Board. Standing Committees of *** shall be:

- Communication
- Membership
- Finance
- Beautification
- Traffic
- Youth/Recreation
- Crime Prevention

Section 2 AD HOC COMMITTEES; The President shall institute with the agreement of the board of directors such other committees as re deemed necessary to transact the business of the association. The chairman of the committee shall be appointed by the President with the agreement of the Board and may be dismissed without cause by the President with the agreement of the board.

ARTICLE VI ELECTION OF BOARD MEMBERS

Section 1 ELIGIBILITY: Only members shall be qualified to hold an elected position.

Section 2 TERM OF THE BOARD: Members of the board shall be elected to serve for two years.

Section 3 NUMBERING OF SEATS: The board seats shall be numbered from one through nine and these number designations shall remain one through nine and these number designations shall remain and determine year of election. Even numbered seats will be elected in even numbered years and odd numbered seats will be elected in odd numbered years.

Section 4 SPECIAL CIRCUMSTANCE: The first election of the board if in an even numbered year will elect odd numbered seats for one year or if in an odd numbered will elect even numbered seats for one year. Subsequent to this election, all seats will be elected to two year terms

Section 5 METHOD OF ELELECTION: Elections shall be held at the annual meeting. Candidates shall be nominated from the floor. If two candidates are nominated, election requires a majority vote of the membership present. If more than two candidates are nominated, election requires a majority vote of the membership present. If more than two candidates are nominated, a plurality of the vote will be sufficient.

Section 6 IMPEACHMENT: Any holder of an elected position may be removed and replaced by a two-thirds (2/3) vote of a general or special meeting of the membership. Removal does not require cause.

ARTICLE VII ADOPTION AND AMMENDMENT OF THE BYLAWS

Section 1 ADOPTION OF THE BYLAWS: Adoption of these bylaws shall require a two-thirds (2/3) vote of the members present at a general meeting.

Section 2 AMENDMENT OF THE BYLAWS: Amendments to the bylaws shall be made at any general or special meeting after the members have been notified of all proposed amendments to the bylaws by a minimum of at least seven (7) days advance written or telephone notice. Adoption of the amendments shall require a two thirds (2/3) vote of the members present at the meeting.

RUNNING SUCCESSFUL MEETINGS

BEFORE THE MEETING

1. SET GOALS: At your executive or planning committee meeting, decide what you want to accomplish during the meeting. Prepare an agenda which reflects this.
2. REVIEW THE MINUTES OF THE LAST MEETING:
 - Who was assigned what task? Are they prepared to make a report? Where do they fit in the agenda? How much time is needed for the presentation?
 - What issues are unresolved?
 - What issues are you now prepared to make decisions?
3. COLLECT INFORMATION: Collect all new information which has been received by the committee. Put this in outline format so all committee members have the information.
4. RESOURCES AND INFORMATION: Confirm speakers/presenters. Also ensure that all information needed to pass out is obtained and photocopied for distribution.
5. SENDING NOTICES OF THE MEETING: Notify participants and attendees of the time, date, and location of the meeting at least one week in advance.
6. PREPARE AN AGENDA: Please see sample agenda. Items should include, reviewing occurrences from prior meeting (i.e. review/approve minutes), introductions, and an itemization of topics/issues to be discussed at current meeting.

SAMPLE AGENDA

North Side Neighborhood Meeting

September 17, 2004

7:00 pm

North Highlands Community Center

- | | |
|---------|---|
| 7:00 PM | Call to order
Minutes of previous meeting |
| 7:10 PM | Chair's Report |
| 7:15 PM | Standing Committee Reports <ul style="list-style-type: none">- Finance- Membership- Traffic Control- Beautification- Social Services/Crime- Business Development |
| 7:30 PM | Old Business (items left from previous meetings)
a. |
| 8:00 PM | New Business |
| 8:30 PM | Announcements
Adjournment |

SAMPLE COMMITTEE INFORMATION SHEET

COMMITTEE TITLE: _____

REPORTS TO: _____

TERM OF THE COMMITTEE: _____

CHAIRPERSON: _____

DESCRIPTION OF THE RESPONSIBILITIES OF THE
COMMITTEE: _____

QUALIFICATIONS OF THE
MEMBERS: _____

REQUIREMENTS: _____

ADDITIONAL
INFORMATION: _____

SAMPLE COMMITTEE REPORT

NAME OF COMMITTEE

Date of Board Meeting	(date)
Committee Members	(list by name)
Agenda item number	(corresponds to board agenda)
Options	(list at least 2 or 3 options that were considered by the committee with the advantages and disadvantages of each).
Recommendations	(specify which option is being recommended and why)
Action required	(define what actions is needed by the board)

SAMPLE COMMITTEE SIGN-UP SHEET

COMMITTEE NAME: _____

CHAIRPERSON: _____

COMMITTEE MEMBERS

	NAME	ADDRESS	TELEPHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

SAMPLE VOLUNTEER JOB DESCRIPTION

JOB TITLE: _____

REPORTS TO: _____

JOB DESCRIPTION:

QUALIFICATIONS:

REQUIREMENTS:

ADDITIONAL INFORMATION:

COMMUNITY RESOURCES LIST

- <http://www.neighborhoodlink.com/>

- **Community Service Planning Council:**

The Community Services Planning Council is a catalyst for community change, providing health and human services information for the public, engaging people in collaborative planning, conducting policy analysis on health and social issues, developing innovative programs, building coalitions to effectively respond to emerging community needs, and offering training and technical assistance in community planning, mobilizing and program development so people can improve their communities.

909 12th Street
Suite 200
Sacramento, CA 95814

- <http://www.communitycouncil.org/indexa.html>
- Sacramento County Board of Supervisors
<http://www.bos.saccounty.net/index.html>

SACRAMENTO COUNTY RESOURCES (PHONE NUMBERS)

- North County Community Area Service Manager, Mark Manoff: 874-5381
- Stray, Noisy, or Dead Animals: 875-5555
- Water Quality & Sewer: 876-6000
- District Attorney's Office: 874-4575
- Parking Enforcement: 876-6642
- Roadway Problems: 875-5656
- Pothole Problems: 875-5171
- Zoning and Planning: 874-6221
- Sacramento Sheriff's Department: 874-5115 (non-emergencies)
- Graffiti Removal: 875-5656
- Emergency Storm Response, Flooding, 875-RAIN
- Community Assistance and Resource Center: 875-5656
- Poison control: 1-800-876-4766
- Code Compliance: 875-5656

FREQUENTLY ASKED QUESTIONS

Q) What is the purpose of your neighborhood association?

A neighborhood association is a voluntary organization of residents who work together to improve and maintain the quality of life in their neighborhood. Associations can form out of a concern over a particular issue or as a means of enhancing a “sense of community.” Neighborhood associations can work collaboratively with their local government agencies to facilitate the need for a rapid response from local agencies and residents to resolve communities concerns. Forming a neighborhood association can make a big difference in the quality of life for you and your community.

Q) How is a Neighborhood Association different than a Homeowner’s Association?

A) A homeowners group, whether in a condominium, townhouse or single family subdivision, establishes general guidelines for the operation of the community, as well as its standards. The homeowner's association decides on matters affecting the common areas, such as whether an individual unit owner may put up window boxes or plow a garden. Most homeowner's associations have a right of first refusal, or right to purchase a unit at market value before the owner seeks other purchasers; however, this right may not be used to discriminate against prospective buyers on the basis of race, color, creed, national origin, sex, handicap, or families with children.

Q) What does the Neighborhood Association do?

A) A neighborhood association is a voluntary organization of residents who work together to improve and maintain the quality of life in their neighborhood.

Associations can form out of a concern over a particular issue or as a means of enhancing a “sense of community.” Neighborhood associations can work collaboratively with their local government agencies to facilitate the need for a rapid response from local agencies and residents to resolve communities concerns. Forming a neighborhood association can make a big difference in the quality of life for you and your community.

Q) How often does the Association meet?

A) This answer is dependent upon each association’s need and preference for the frequency of meetings. This will be determined upon the needs of the group.

Q) What are the Association’s dues? How often are they collected, and when?

A) Association dues are used to sustain the viability of the organization, such as, paying for utilities, space, etc. if the association functions within an entity in a private office. The rate of the fees will be established upon the price of rental space, utilities, etc. and any additional costs incurred upon the association for miscellaneous expenses, such as expenses for events.

Q) What would be my role in the Association?

A) Your role in the association is dependent upon you and the time and resources that you would like to contribute. You are welcome to volunteer as much time as you see fit. If you are interested in having a role with expanded responsibility, positions on the Board of Directors, President, Vice President, etc. may be of interest to you.

BOARD OF SUPERVISORS

BOARD MEETING INFORMATION

Except for holidays and other special occasions, the Board of Supervisors convenes each Tuesday and Wednesday at:

County Administration Center
700 H Street, Room 1450
Sacramento, CA

Currently, night meetings are scheduled on the third Wednesday of each month beginning at 6:00 p.m. All other Tuesday and Wednesday meetings begin at 9:30 a.m. The public is invited to attend.

Matters to be presented at Board meetings are listed in an agenda prepared, in advance, by the Clerk of the Board. To place an item on the agenda, you should contact the Supervisor from your district or the Chairman. Agenda items for Tuesday meetings must be filed with the Clerk of the Board by 5:00 p.m., the Tuesday preceding the meeting. The deadline for filing Wednesday Agenda items is 8:00 a.m., the Thursday preceding the meeting.

Citizen involvement is encouraged. You may address the Board on items on the agenda upon recognition by the Chairman. Comments should be limited to three minutes so everyone may be heard. Matters which are under jurisdiction of the Board, but not on the agenda, may be addressed by the general public following completion of the regular agenda and any off agenda matters before the Board for consideration. The Board limits such comment to five minutes per person and not more than fifteen minutes for a particular subject.

Board voting is done through an electronic voting system. After each member has voted the results are displayed on two display boards visible to the audience. One of three votes is recorded; yes, no, abstain.

Tips on speaking to the Board

- Complete a form (available in Board Chambers) and give to the Clerk.
- Make your statement as brief and concise as possible, and be prepared to answer questions.
- A written statement is best for detailed or complicated information. One copy should be provided for each Board Member and the Clerk. Additional copies for the news media are helpful.

<http://www.bos.saccounty.net/meetings/index.htm>

NEIGHBORHOOD ASSOCIATIONS

- 20th Street neighborhood Association
- 63rd Street/Cromwell Neighborhood Association
- Alkalai Flat P.A.C.
- Alkali Flat Neighborhood Group
- Association of Community Organizations for Reform Now (ACORN), Del Paso

Chapter

- Avondale Action Committee
- Boulevard Park Neighborhood Association
- Boys & Girls Club of Greater Sacramento
- Brookfield Homeowners Association
- Candlewood Neighborhood Association
- Capitol Area R Street Association (CARSA)
- Capitol Station District
- Care/Colonial Park Neighborhood Association
- Center Crossroads Neighborhood Association
- Charter Pointe Neighborhood Association
- Children First Flats Network
- College Plaza Neighborhood Association
- College/Glen Neighborhood Association
- Colonial Manor Neighborhood Association
- Creskside Neighborhood Association
- Crestwater Gardens
- Deerfield Mesa Grande Neighborhood Association
- Del Paso Heights Improvement Association
- Del Paso Nuevo Neighborhood Association
- District 63 Neighborhood Association
- Dixieanne Area Neighborhood Association
- Downtown Sacramento Partnership
- East Sacramento Chamber of Commerce
- East Sacramento Improvement Association
- Eleanor Ave. Improvement Group
- Elmhurst Neighborhood Association
- Environmental Council of Sacramento (ECOS)
- Folsom Blvd Business and Property Owners Association
- Franklin Boulevard Business Association
- Freeport Manor On Move
- Fremont Park Neighborhood Association
- Friends Of H Street
- Fruitridge Manor Neighborhood Association
- Fullertown Homeowners Association
- Gardenland/Northgate Neighborhood Association
- Golf Course Terrace Estates
- Greater Broadway Partnership
- Hagginwood Commnuity Association (HCA)

- Heights Residents Working Together (HRWT)
- Hollywood Park Neighborhood Association
- Lake Greenhaven
- Land Park Community Association
- Lawrence Park Neighborhood Association
- Little Pocket Neighborhood Association
- Mansion Flats Neighborhood Association
- Marina Oaks Homeowners Association
- Marshall School Neighborhood Association
- McClatchy Park Drug Free Zone
- McClellan Heights West
- McKinley Elvas Neighborhood Alliance (MENA)
- Meadowview Neighborhood Association
- Medical Center Neighborhood Association
- Midtown Business Association
- Morrison Creek Estates
- Natomas Community Association
- Natomas Crossing Community Vision
- Neighborhood Advisory Group N.A.G.
- Neighbors Aware Communities, Inc.
- Neighbors of Valley Hi Park
- New Era Park Neighborhood Association
- Newton Booth Neighborhoods Association (NBNA)
- North Hagginwood Neighborhood Alliance
- North Laguna Creek
- North Natomas Alliance
- North Natomas Community Association.
- Oak Knoll & Johnson Heights Neighborhood Group
- Oak Park Community Center Drug Free Zone
- Oak Park Neighborhood Association (OPNA)
- Oak Park Neighborhood Multi-Service Center
- Oak Park Project Area Committee
- Oak Park Terrace Neighborhood Association
- Oak Ridge Drug Free Zone
- Olive Orchard Estates
- Park Place South Homeowners Association
- Park River Oaks Estates
- Parker Homes Neighborhood Association
- Parkway Oaks, #5
- Phoenix Park (Formerly Morrison Creek Terrace & Commons)
- Pollach Ranch Neighborhood Association
- River Grove Homeowners Association
- River Oaks Community Association
- River Park Neighborhood Association
- Riverlake Community Association
- Riverwind Place Owners Association

- Robla Park Community Association
- Sacramento County Alliance of Neighborhoods (SCAN)
- Sacramento ENRICHES
- Sacramento High Drug Free Zone
- Sacramento Old City Association
- Sacramento Transportation Equity Network (SACTEN)
- Schreiner Street Neighborhood Association
- Sierra Curtis Neighborhood Association
- Sierra Curtis Neighborhood Association
- Sierra Oaks Neighborhood Association
- South Land Park Neighborhood Association
- South Pocket Homeowners Association
- Southeast Area Neighborhood Association
- Southgate Meadows Neighborhood Association
- Southside Park Neighborhood Association
- Stockton Boulevard Partnership
- Swanston Estates Neighborhood Association
- Tahoe Park Neighborhood Association
- Terrace Manor Neighborhood Association
- Thirty-Fifth Street Neighborhood Association
- Valley Center Neighborhood Association
- Valley View Acres Community Association
- Village Green Association
- Villagers Neighborhood Association
- Washington Park Neighborhood Improvement Group
- West Columbian Terrace Neighborhood Association
- West Natomas Community Association
- Western Pacific Neighborhood Association
- Westside Community Association
- Winn Park Capitol Avenue Neighborhood Association
- Wood Park Neighborhood Association
- Woodbine Neighborhood Association
- Woodlake Neighborhood Association
- ARCADE VILLAGE HOMEOWNERS ASSOCIATION (Watt/Whitney area)

ARDEN COURT HOMEOWNERS ASSOCIATION (Arden Court)
 Ed Gee, President
 3411 Arden Creek Road
 Sacramento, CA 95825

ARDEN MANOR NEIGHBORHOOD ASSOCIATION

Mike Grace 488-3514 *amrpd@jps.net*
 1370 Rowena Way
 Sacramento, CA 95864

ARDEN OAKS NEIGHBORHOOD ASSOCIATION

Tom Ehlert 215-7474 tome_ptp@email.com
1717 Shorthills Road
Sacramento, CA 95864

ARDEN OAKS VISTA HOMEOWNERS ASSOCIATION

ARDEN PARK HOMEOWNERS ASSOCIATION (Watt/Eastern, Fair Oaks/Arden)
Assoc Address: 1010 La Sierra Drive, Sacramento, CA 95864 Assoc Phone: 491-6960
Jeff Soesbe, Chairperson Work (916-785-2567)
4032 Cresta Way, Sacramento, CA 95864

BEVERLY HEIGHTS HOMEOWNERS ASSOCIATION

Susan Sheldrake, 2037 Delma Way, Sacramento, CA 95815 Home Phone: 568-0300

BOHEMIAN VILLAGE HOMEOWNERS ASSOCIATION (bounded by Marconi, Fulton and Edison)

Tom Harris, President
2393 Rainbow Avenue, Sacramento, CA 95821

CAMERON RANCH & OAK CREEK ESTATES HOMEOWNERS ASSOCIATION

(east and west sides of Garfield between Madison and Winding)
5215 Adelaide Way, Sacramento, CA 95841

CAMPUS COMMONS PARK CORP. HOMEOWNERS ASSOC CLUB HOUSE

(includes all the Campus Commons Villages #'s)

Betty Tice, President
650 Commons Drive, Sacramento, CA 95825

CARMICHAEL COLONY NEIGHBORHOOD ASSOCIATION (AR, Stanley, FO Blvd, Oak)

Tom Chrisman, President (wk #483-483-4661) Home #485-9848
Assoc Address: P. O Box 131, Carmichael, CA 95609
Tom Chrisman (home address) 2917 Windi Lee Ct, Carmichael 95608

CARMICHAEL CREEK NEIGHBORHOOD ASSOCIATION, INC.

Eddie Hard, President	Board Member, Peggy Berry
6229 Stanley Ave, Carmichael, Ca 95608	3420 Brookside Way, Carmichael, CA 95608
916-486-1873	916-944-1184

COLLEGE/GLEN NEIGHBORHOOD ASSOCIATION (College Greens and Glenbrook areas)

(American River/Folsom Blvd Howe/Watt)

Assoc Address: P. O. Box 276474, Sacramento, CA 95827-8253

Carl Davis, President, 383-2640 (on extended leave)

Acting President, Annette Deglow, Vice President 383-6621

8424 Olivet Circle

Sacramento, CA 95826

Richard Walker, Past President, 2820 Honeysuckle Way, Sacramento, CA 95826-3121, 383-8877

COLLEGE GREENS EAST HOMEOWNER'S ASSOCIATION

2715 Tiber Drive (Physical address only) President, David Anthony

Sacramento, CA 95826

916-361-0537 / FAX 916-0537

P.O. Box 41099 (mailing address)

Sacramento, CA 95841

916-349-3160

COTTAGE PARK NEIGHBORHOOD ASSOCIATION (Fulton/El Camino Area)

Robert Yoha

3118 Ellington Circle

Sacramento, CA 95825

916-322-9307 (work)

916-482-5898 (home)

ryoha@conserv.ca.gov (work)

robtyoha@jps.net (home)

Carol Gage, Member 916/971-3594

Mike Siemans, Member 916-483-8985

DEL PASO MANOR HOMEOWNERS ASSOCIATION (just north & n/e of country club ctr)

Barbara Weiss, President

2540 Catalina Drive

Sacramento, CA 95821

916-319-0481

weissba14@aol.com

EAST WALNUT ESTATES NEIGHBORHOOD ASSOCIATION

Claudia Richardson, President

3619 Affirmed Way

Carmichael, CA 95608

916-485-0682

solo3c@comcast.net

ENGLE ROAD/GARFIELD AVENUE AREA

Irene Potter 483-4187 *potter@unlimited.net*
5632 Engle Road, Carmichael, CA 95608

EXETER SQUARE HOMEOWNERS ASSOCIATION

Odette Ebersole
2524 Exeter Square Lane
Sacramento, CA 95825
916-482-1407

FOOTHILL FARMS IMPROVEMENT ASSOCIATION

Post Office Box 41843 Cathy Lormand
Sacramento, CA 95841 916-332-9913

GARDEN OF THE GODS (Eastern/Mission Cottage/Arden)

Patricia Maginnis (a neighborhood contact) 916-483-3976
1704 Olympus Drive, Sacramento, CA 95864

GARFIELD-KENNETH NEIGHBORHOOD ASSOCIATION

Kathy Webb
P.O. Box 1999
Carmichael, CA 95609

GLENBROOK EAST GARDEN HOMES ASSOCIATION, INC.

Jayne West, President and Board Member
8705 Barracuda Way
Sacramento, CA 95826
916-363-7500
fax: 363-1636

LAKE WILHAGGIN ASSOCIATION

Jenny Furguson, President
619 Lake Wilhaggin
Sacramento, CA 95864
916-973-0201

MISSION OAKS NORTH HOMEOWNERS ASSOCIATION

Rudy Danzinger, President
4636 Inman Way, Sacramento, CA 95821 485-4520

NEPENTHE CLUB HOUSE (Campus Commons Area)

Jim Pryor, President
1131 Commons Drive, Sacramento, CA 95825
916-929-8380 (club house)

OAKWOOD HOMEOWNERS ASSOCIATION

C/o Riverside Mgmt. Co.; P. O. Box 41099; Sacramento, CA 95841

Karen Linarez, President
5249 Manzanita Ave., Apt. 3
Carmichael, CA 95608

POINT WEST AREA BUSINESS ASSOCIATION

P. O. Box 254480-413, Sacramento, CA 95825

Also: Waterbury Properties R/E Mgmt, Susan Reynolds, Vice President

1601 Response Road, Suite 380, Sacramento CA 95815

RIVERWOOD HOMEOWNERS ASSOCIATION

Frei Real Estate Services

Karen Thompson

8340 Auburn Blvd.

Citrus Heights, CA 95610

916-722-8110

Herb Krump, President

487-4711 (home)

RUSTIC WOODS HOMEOWNERS ASSOCIATION

2230 Boyer Drive, Carmichael, CA 95608

James Karnis, President

SANTA ANITA NEIGHBORHOOD ASSOCIATION

2424 Burgundy Way; Sacramento, CA 95825

Michael Mast, President

Email: mmast1212@yahoo .com

916-485-2567

SHELFIED ESTATES (n/e of Fair Oaks Blvd./Arden Way)

Auro & Mary Milesi , Jim/Bob and Gail Finnegan, Phil and Susan Quinley

2000 Tudor Court

Carmichael, CA 95608

SIERRA OAKS NEIGHBORHOOD ASSOCIATION

c/o Coldwell Banker Blvd
440 Drake Circle

Sacramento, Ca 95864

Assoc. Voice Mail: 557-1427

488-3060

Melinda Eppler, President
2800 Hunnington Road

Sacramento, CA 95864

916-483-5977(home)

916-922-4735 ext 3306 (work)
Jerry Desmond, Vice President, 916-

Jim Kruger, Past President, 916-649-
2025

Ted Garellis, Brd Member

Work 916-263-0803, Home 916-482-2460

SIERRA OAKS VISTA HOMEOWNERS ASSOCIATION

Chris Tooker, President, 3399 Barberry Lane, Sacramento, CA 95864, Home 971-
3488

Burt Stanley, Board Member, 916-485-5782

Ross Robinson, 590 Larch Lane, Sacramento, CA 95864, Home: 481-1996 Work:
929-7200

Cathy Howard, 3191 Barberry Lane, Sacramento, CA 95864, Home: 489-2983

SWANSTON ESTATES AGAINST CRIME

Kelli Duarte, President 2312 Laramie Lane, Sacramento, CA 95815

TAHOE PARK NEIGHBORHOOD ASSOCIATION

3335 64th Street, Sacramento, CA 95820

VILLANOVA CIRCLE (street off Bell north of Northrup)

Frank Rose 922-1166 (current as of 1998)

2313 Villanova Circle #3 Sacramento, CA 95825

WALNUT TREES HOMEOWNERS ASSOCIATION (Walnut Ave/Verdant Lane/Cypress
Ave area)

Dick Smith, President

5034 Verdant Lane, Carmichael, CA 95608 (current as of 2001)

WOODSIDE HOMEOWNERS ASSOCIATION

Lynn Lynesken, President

2274 Woodside Lane, Sacramento, CA 95825

H.O. Assoc # 916-922-8469

WYNDGATE (east of Watt on north side of AR Drive--one complex)

Diana Bilstad, Colliers Huntington (mgmt) 648-2000 ext. 3058

1610 Arden Way, Suite 242, Sacramento, CA 95815