

Involved Neighbors of Carrollton

A Handbook for Neighborhoods

City of Carrollton
Neighborhood Partnership Office
Community Development Division
1945 E. Jackson St.
Carrollton, TX 75006
972-466-4299
communitydev@cityofcarrollton.com



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Where Connections Happen

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HANDBOOK OVERVIEW

Welcome to the City of Carrollton's *Handbook for Involved Neighbors*. This handbook has been prepared to assist residents of the City of Carrollton in proactively addressing neighborhood issues. The Handbook can also serve as a resource to neighborhood leaders in their day to day interaction with their neighbors and local government. Every section of this handbook can be utilized to strengthen your neighborhood association.

Whether your neighborhood association has been in existence for ten years, two years or you are just forming one, there is always room for improvement. Whether you are part of an established Homeowners Association or are a member of a volunteer Neighborhood Association, there is information in this handbook that will be helpful. Included within the handbook are the tools needed for neighborhoods that want to start associations. Basic techniques are also included for established associations, such as how to run well-organized meetings, newsletter publishing, recruiting new members, goal setting, and much more.

Coming together with your neighbors only when controversial issues arise limits the potential of your neighborhood to unify and determine its destiny. The City of Carrollton challenges your neighborhood to have an active association that makes a difference in the community. Utilize the *Handbook for Involved Neighbors* to help start an association where there is none or increase the effectiveness of an existing organization.

The *Handbook for Involved Neighbors* is updated approximately every six months, for current information you may refer to the City of Carrollton's if you have any questions about the *Handbook for Involved Neighbors* please contact the Neighborhood Partnership Office at 972-466-5742.

GETTING STARTED

The Neighborhood Advisory Commission

The NAC is a joint effort between the City of Carrollton Neighborhood Partnership Office and Carrollton's residential neighborhood groups. The primary purpose of the NAC is to enhance communication between residential neighborhood groups and the City of Carrollton, and to provide a forum to identify concerns, discuss issues, and resolve conflicts. Meetings frequently include guest speakers and topics cover neighborhood, city, community, and school district issues. Businesses may participate as members of residential neighborhood groups. Members of the public are welcome to attend and speak during the "Public Invited to Be Heard" segment of NAC meetings. The NAC meets at 6:30 p.m. on the second Thursday of each month.

Benefits of Registering Your Neighborhood and Participating in the NAC

- Monthly meetings to share information and creative solutions to neighborhood problems and concerns.
- Neighborhoods that are registered and involved in the Neighborhood Partnership Office Association are eligible to apply for Neighborhood Activity and Neighborhood Improvement Grants.

Requirements

To receive the benefits and services available to registered neighborhoods, a neighborhood must renew their registration annually. The purpose of the renewal is to verify that each group is still active, and to confirm the name and contact information of each group's leader. Registered neighborhood groups are required to meet at least once a year to elect a group leader. The neighborhood group must be open to all residents or owners of real property within the neighborhood group boundaries.

GETTING STARTED

NEIGHBORHOOD ADVISORY COMMISSION (NAC) Current Member's Contact Information 2016-2017		
NAME	PHONE	EMAIL
Ms. Lora Cormier	(972) 567-0751(h)	clor28@ymail.com
Mr. Russell Tether	(469) 939-1344 (h)	russell@russelltether.com
Ms. Cissy Sylo	(214) 717-3279(h)	cissysylo@verizon.net
Mr. Joseph Marquez, Co-Chair	(972) 415-6725 (h)	joe.marquez@siemens.com
Ms. BJ Cadwalader	(972) 416-7394 (h)	bhise72@aol.com
Ms. Pam Mulligan, Chair	(214) 236-2025 (c)	pjhmulligan@aol.com
Mr. Carl Reese	(214) 794-4897 (h)	metro.electronic@verizon.com
Mr. Scott Windrow	(972) 953-5760 (h)	swindrow@verizon.net
Mr. Jeff Van Matre	(469) 879-2967 (c)	jeff@jvminsurace.com
Liaison, Mr. Scott Hudson Environmental Services Director	(972) 466-3058 (w)	scott.hudson@cityofcarrollton.com

For more information contact the Neighborhood Partnership Office at 972-466-5742.

GETTING STARTED

Benefits of Starting a Neighborhood Association

U BUILD RELATIONSHIPS. Residents of a neighborhood can live a lifetime without knowing their neighbors. A neighborhood association provides a common bond that draws all residents together. Organizing an association is one of the best ways to build positive relationships with your neighbors. A spirit of warmth and neighborliness can be generated within the neighborhood. Many residents claim some of their strongest friendships resulted from their participation in an association.

U CREATE A STRONG VOICE. It is often said that there is strength in numbers. An association in your neighborhood can address local concerns and set goals that can be reached more readily with everyone working together. Information requested concerning city services can be provided to a greater number of residents through association newsletters or flyers, thus benefiting the neighborhood as a whole.

U IMPROVE YOUR NEIGHBORHOOD. If your neighborhood needs a beautification project, such as trees along the parkway, pocket parks, or a community clean-up, local residents are the best resource to help make those improvements. Working together with your neighbors in the planning and completion of a project helps build a stronger neighborhood. Neighborhood associations are also great resources to assist city staff in long range planning for neighborhood improvement projects.

U BUILD A SENSE OF COMMUNITY. By fostering a neighbor helping neighbor philosophy you and your neighbors will build a strong community within your neighborhood. By helping to mow someone's lawn when they are sick or by taking in the newspaper when they are on vacation you can enhance the quality of life in your neighborhood and make your neighborhood a better place to live. Involving your children in these kinds of activities will show them that they are part of the community as well.

U SAFETY. Knowing and looking out for your neighbor makes your neighborhood a better and safer place to live. In 1829, Sir Robert Peel presented the British Parliament with factors that he felt important to maintaining an effective public police force. These factors remain at the heart of Community Policing today. Peels' first factor states "To maintain at all time a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police: the police being only the members of the public that are paid to give full-time attention to the duties which are incumbent on every citizen in the interest of community welfare and existence." Your involvement will help keep your neighborhood and our City a safer place to live.

If you are interested in getting involved in your neighborhood, building relationships with your neighbors, creating a strong voice for your neighborhood, or working to make your neighborhood a safer place to live, call the Neighborhood Resources Program at 972-466-5742 for more information.

GETTING STARTED

Building Strong Communities:



Six Steps to Organize Your Neighborhood

The Neighborhood Resource Program is here to work in partnership with you and your neighborhood to help you make positive changes in your neighborhood. If there is an active neighborhood organization in your area we will be able to put you in contact with the group leader so that you may become involved. If there is no active neighborhood organization in your area you may want to help start one. Our office is here to help you. For more information call the Neighborhood Resources Program at 972-466-5742.

Step One: Volunteer to be a Neighborhood Organizer

- ◆ Talk to your neighbors to see who is interested in organizing your neighborhood. Ask a few neighbors to form a “core group” to share the responsibility. Start by talking to people that you already know, and introduce yourself to others. The core group is there to support each other to get your association off the ground.

Step Two: Call a Meeting of Your Core Group

- ◆ The Core Group meeting can be held informally at someone’s home or at any other small meeting location.
- ◆ Invite the Neighborhood Resource Coordinator to the meeting. The Neighborhood Resource Coordinator will discuss the advantages of starting a neighborhood organization and be available to answer questions that may come up.
- ◆ The core group votes on whether to proceed with organizing their neighborhood.
- ◆ The Core Group suggests the tentative boundaries of the neighborhood and helps plan for the full neighborhood meeting.

Step Three: Call a Meeting and Invite all Your Neighbors

- ◆ Bringing people together in a meeting provides an opportunity for neighbors to get to know one another and share ideas and concerns. Set a date, time and location for the meeting. Hold the meeting in a neutral location such as a school, church, or public building, or in any location where people feel comfortable.
- ◆ Invite the Neighborhood Resource Coordinator to discuss the advantages of starting a neighborhood group and to answer questions that may come up.

GETTING STARTED

- ◆ Develop the meeting agenda. The purpose of this meeting is to:
 - Discuss the importance of having an organized neighborhood.
 - Conduct a vote to determine if the neighborhood wants to organize.
 - Conduct a vote to determine the boundaries for your neighborhood.
 - Conduct a vote to elect a Neighborhood Group Leader to represent your organization in the Neighborhood Group Leaders Association.
- ◆ Create a flier based on your agenda. Include information on who, what, where, when, why, and how long the meeting will last. Include the things you want to accomplish in your first meeting. The Neighborhood Resources Program will assist in printing your flier.
- ◆ Pass out fliers to houses in the neighborhood. Ask several neighbors or a local Boy Scout Troop to help pass out fliers and remind others of the meeting. Place the fliers in storm doors or on porches. Person-to-person contact is the best way to involve individuals as well as spread information about the meeting.
- ◆ Make it comfortable and informal and provide refreshments. Make sure there is time for people to socialize and get to know one another. Be sure to include teens and older children who wish to get involved.
- ◆ It's all right to start small. Don't feel discouraged if only a few individuals are willing to participate. Membership and interest will grow over time and will fluctuate, but all neighbors should be included.

Step Four: Facilitate the Neighborhood Meeting

- ◆ Take care of final meeting arrangements before the meeting begins. Allow enough time before the meeting to set up the room. It's helpful to have a board to write on. A sign-in sheet for neighbors' names, addresses, phone numbers, and E-mail addresses should be placed on a table near the entrance. Nametags will also help the neighbors become acquainted.
- ◆ Greet your neighbors as they arrive. Let them know you appreciate their participation.
- ◆ Start your meeting on time. Begin by introducing yourself. You also may want a volunteer to take notes.
- ◆ Ask everyone to introduce himself or herself. Ask each person to tell a little about themselves. This will help everyone to feel comfortable and allow folks to get to know each other.
- ◆ Review the agenda. Stress that the focus of the meeting is to discuss the formation of a neighborhood organization. Discussing issues and concerns and developing solutions can be accomplished as part of the ongoing partnership that will be developed between your neighborhood and the City.
- ◆ This is your neighborhood meeting. The Neighborhood Resource Coordinator will be there to discuss the advantages of having a neighborhood organization and answer any questions.

GETTING STARTED

- ◆ Conduct votes to:
 - Determine if the neighborhood wants to organize.
 - Determine the boundaries for your neighborhood.
 - Elect a Neighborhood Group Leader to represent your organization in the Group Leaders Association.
- ◆ To wrap up the meeting:
 - Plan your next meeting. Set the next meeting date, time, agenda and location. Let people know that they will be reminded by phone or flier. Ask your neighbors to bring another neighbor to the next meeting.
 - Review and summarize what was accomplished at the meeting. Remind volunteers about their tasks for the next meeting.
 - Close the meeting. Thank everyone for attending and for his or her interest.

Your neighborhood will accomplish its goals by getting everyone involved. At the first meeting, you may want to choose co-leaders. Ask for volunteers to help with future meetings, to create fliers, to create a neighborhood directory and/or neighborhood map, set up a phone tree, or host the next meeting. All ideas are welcome and worth consideration. Make and distribute a list of everyone's name address, phone number, fax number, and e-mail address. Set up a phone tree to notify neighbors about meetings, events, and other timely information.

Step Five: Continue to Hold Regular Meetings

- ◆ Plan regular meetings to accomplish your goals.
- ◆ At the end of every meeting plan the next meeting. This will help maintain interest and focus. Think about starting a neighborhood newsletter.
- ◆ Maintain communication among your neighbors.

Step Six: Have a Celebration!

- ◆ Celebrate the neighborhood working together by having a picnic or dinner. At the celebration, briefly cite the neighborhood's accomplishments.



GETTING STARTED

New Association Initial Meeting Guidelines

First General Meeting

- ◆ Always have a sign-in sheet and an agenda at each meeting. The agenda can be handed out as the residents sign in.
- ◆ A designated core group member should be the spokesperson for the association. He/she should introduce the members of the core group to the residents. An agenda listing the topics to be discussed should be available as the residents sign-in.
- ◆ Discuss the reasons why the core group initially came together to form a neighborhood association. Decide whether the association will elect officers and develop by-laws to be adopted at a future meeting.
- ◆ Discuss the boundaries that the neighborhood association will represent and a name for the association.
- ◆ If a survey was taken in the neighborhood, discuss the results of the survey. If a survey has not been taken, discuss whether one is needed. (See Example A: Survey to assist in organizing a new neighborhood association or to learn more about your neighbors.)

Second General Meeting

- ◆ Prepare and follow an agenda based on the discussion and concerns raised in the first meeting.
- ◆ If it was decided to have an election of officers at the second meeting, have the election at the beginning of the meeting. The newly elected officers and chairperson can then oversee the meeting. Robert's Rules of Order has a section on procedures for an election. It is very helpful, especially if no one has ever been involved with holding an election.
- ◆ Form committees to work on concerns raised at the first meeting.
- ◆ Your association should decide whether or not to collect dues from its members at this meeting. It costs money to run an association, and dues may be an option. As a volunteer neighborhood group you cannot make dues mandatory for your entire neighborhood.
- ◆ Discuss inviting your City Council member to a future meeting. You may also want to invite leaders from other neighborhood associations. They can provide insight on how their association has participated in successful projects and activities.

Third General Meeting

- ◆ If you have invited your City Council member to this meeting, introduce the Council member first, so that he/she can address the neighborhood. If the neighborhood has some major concerns, bring them to your Council member's attention. The Council member can provide support and assistance in reaching your association's goals.

GETTING STARTED

- ◆ Identify and prioritize areas of concern and issues to address. List all proposed projects, outstanding concerns, and social events that the residents have discussed. Determine the most important things to accomplish, decide who will work on them and by what date they will be completed. Choose 3-5 issues that the group will work on
- ◆ At subsequent meetings, participants can develop action plans to create change within the neighborhood. Brainstorm to generate ideas to solve problems. After deciding which strategies to use, decide on the exact tasks that need to be done, and how much time they need. Does the group need more information about an issue? Who should be contacted for help and information on an issue? Where are potential resources to accomplish the tasks?
- ◆ Introduce the committee leaders. Allow each committee leader to address the concerns and questions from the last meeting. After each report is given open discussion for any additional questions or concerns about the issue.
- ◆ Start to set a schedule to kick off projects to improve the neighborhood. Set up social events that allow residents to become better acquainted with their neighbors. Some social events can also raise funds for certain projects or goals.
- ◆ Identify speakers or programs that the residents would like to hear or know more about. Set a proposed schedule to invite those that can be of assistance in achieving association goals.

Neighborhood Association Committees

It is frequently beneficial to form committees to address the various concerns and goals of the association. Committee members can research and report the needed information at meetings of the full association. Announce the date, time, and location of committee meetings. As with meetings of your full association, provide a sign-in sheet, name tags, and an agenda. Allow time for participants to socialize. Some examples of neighborhood organization committees are:

- ◆ **Organizational Committee:** Develops by-laws, obtains the state requirements for incorporation. Registers the neighborhood with the City of Carrollton.
- ◆ **Goals and Projects Committee:** Coordinates the association's goals and initiates improvement projects within the neighborhood.
- ◆ **Welcome Committee:** Welcomes new residents to the neighborhood and contacts local businesses for support.
- ◆ **Membership Committee:** Responsible for keeping a membership list and conducts regular membership drives.
- ◆ **Newsletter Committee:** Compiles pertinent information from the neighborhood to be distributed to all residents in a newsletter.
- ◆ **Issue Resolution Committee:** Seeks solutions to concerns raised in the neighborhood.

GETTING STARTED

How to Make Your Organization Grow

- ◆ Keep the process moving to make your neighborhood a better place in which to live.
- ◆ Continue to motivate your neighbors to be involved in the goal-setting and completion of projects and social events.
- ◆ Keep communications open to all neighbors through newsletters and fliers.
- ◆ Get involved in your city government.
- ◆ Establish a program of community outreach to include as many residents as possible in neighborhood activities.
- ◆ Survey neighborhood residents to discover their unique talents and abilities, then utilize these talents and abilities help achieve neighborhood projects and goals.

EFFECTIVE MEETINGS

Meeting Essentials

Meeting Place

Find a meeting place that can adequately accommodate the neighborhood meeting. If you are expecting a small group, you may want to have your first meeting in someone's home.



For a group larger than ten people, check the availability of City facilities, schools, or churches. City-owned facilities may waive the fees for neighborhood association meetings. Check with the Neighborhood Resource Program or the “Community Meeting Rooms” in the *City Information* section of the handbook for a list of potential meeting places.

Speakers

You can invite staff from various city departments to speak on topics, such as recycling, Crime Watch, or City planning. Other government agencies and non-profit organizations are also a good source for speakers. However, if you feel a speaker will not be beneficial, do not invite one. The Neighborhood Resources Office may be able to suggest appropriate speakers for your agendas.

Meeting Tools

- ◆ Name tags to identify the officers/directors and residents.
- ◆ Sign-in sheet for all residents and guests.
- ◆ Flip charts, dry mark board, chalk board
- ◆ If merchants or neighbors donate refreshments, publicly thank them and place a tag on the platter acknowledging their contribution.

Meeting Tips

- ◆ Always start on time. Have your meeting place open at least 15 minutes early for residents to arrive, socialize, and prepare for the meeting.
- ◆ Have an agenda to keep the meeting flowing and in order. Keep it simple. (See Writing An Agenda and Appendix B: Sample Agenda)
- ◆ State the purpose of the meeting clearly on the agenda. Restate the purpose in an opening statement at the beginning of the meeting.
- ◆ Stick to the agenda, but always provide an opportunity for individuals to speak on any new business or issue at the end of the meeting.
- ◆ Introduce any public officials at the beginning of each meeting.
- ◆ Recognize newcomers at the beginning of each meeting. You may ask them to state what street they live on.

EFFECTIVE MEETINGS

Meeting Tips, cont.

- ◆ Be brief and keep comments relevant to each concern that is discussed. Pace the meeting so that it does not last too long.
- ◆ Do research ahead of time for additional information that may be needed. If necessary, invite resource people to give a presentation.
- ◆ Use visual aids as much as possible. Residents can relate to something that they can see.
- ◆ Allow everyone to contribute. After a concern or project is presented, open the discussion; however, set a time limit for discussion, especially if the agenda is long.
- ◆ Make frequent summaries during the discussion so that everyone clearly understands what is being stated.
- ◆ Stress cooperation and collaboration, not conflict. If conflict occurs, appoint a committee to research the concern and report the findings at the next meeting. Encourage those individuals that are voicing their concerns to be on the committee.
- ◆ Assign tasks and delegate responsibility as the meeting proceeds. This gives your neighbors a feeling of belonging instead of just listening.
- ◆ Guide the meeting from concerns to solutions. Always ask your neighbors how they would solve or approach a concern. Keep in mind that some solutions may take time.
- ◆ Wrap up the meeting. Go over the agenda, and give an overview of each issue discussed.
- ◆ Have an opportunity for neighbors to bring up new business or make announcements.
- ◆ Before adjourning, state the next meeting date, time, and place. Thank everyone for attending.

EFFECTIVE MEETINGS

Types of Associations

There are different types of neighborhood groups in Carrollton. It is important for a homeowner to become familiar with the type of community that they live in and to have an understanding of what the homeowner's role is in their neighborhood.

Home Owners Associations or Community Associations use covenants, rules, and architectural standards/guidelines. This type of association usually has mandatory dues. The covenants, rules and architectural standards/guidelines are used to:

- Maintain, preserve, enhance, and protect the property values and assets of the community
 - Promote harmonious community living
 - Preserve the common scheme and harmonious design of the community
 - Maintain the common areas of the community
- ◆ A covenant affects how the property is used and who may enjoy the property and is said to “run with the land” or the property. This means the covenant and the property are inseparable once the covenant is recorded, and all owners, present and future, are subject to the covenant.
- ◆ A rule is a specific statement of required behavior, which if violated carries a penalty.
- ◆ An architectural or design standard/guideline is a rule that applies to the appearance of an owner's lot or the exterior of his or her unit.

It is the Home Owner's Associations or Community Association's role to ensure compliance with and enforcement of the covenants, rules and architectural standards/guidelines.

Neighborhood Groups or Homeowners Associations do not have covenants, rules and architectural standards/guidelines and rely on City Code for community standards. These neighborhood groups rely on voluntary fundraising efforts and have no compliance or enforcement authority in their community.

EFFECTIVE MEETINGS

Types of Meetings

The by-laws of a neighborhood association usually specify the types of meetings that are held during each year. *Robert's Rules of Order* is a good reference for meeting information. Below is an overview of different types of meetings an association can conduct. Homeowners association meetings may differ from volunteer neighborhood groups based on their by-laws and covenants.

Annual Meeting

The annual meeting is held in the same month every year. At this meeting the members of the association elect the officers and/or directors for the next year. The annual budget is also accepted at this time unless the by-laws state another time for acceptance. The members also discuss projects, concerns, and other issues that they would like the Board to address during the next year. If an issue is raised that cannot be adequately addressed at the annual meeting, another general or special meeting should be called for that specific issue. At that meeting, any additional information can be presented and the members can approve or disapprove action on the issue.

Board Meetings

The officers and/or directors act as the executive committee and are often referred to as the Board. The Board meets monthly or as often as needed, to oversee the concerns and projects that the residents agreed upon in an annual or special meeting. The Board is also authorized within the limits of the approved budget to administrate the month to month business of the association. Residents usually do not attend these meetings, although they may if they choose.

Regular Monthly or Quarterly Meetings

Some associations choose to have monthly meetings that combine a board meeting and a general member meeting. These are usually the best types of meetings for volunteer associations. The president/chairperson oversees the meeting, allowing full participation from the members and the Board. It is wise to publish the agenda in your neighborhood newsletter prior to the meeting so that everyone is aware of the business to be discussed. Meetings do not always have to relate only to business concerns; some associations meet monthly for social gatherings.

Special Meetings

These meetings can be called as many times as needed throughout the year. General members, officers, or the Board can call these meetings for discussion and decisions that require participation of all members. Residents should have at least 10 days notice. If a vote will be taken, you should check with the association's by-laws or Robert's Rules of Order to determine how to handle proxy and absentee votes.

Committee Meetings

All committees should meet separately to discuss and take action on their specific responsibilities. Committees should be formed for ongoing tasks such as newsletters, welcoming new residents to the neighborhood, membership drives, addressing concerns raised by residents, and beautification projects. Some committees are formed for a specific project and are then dissolved.

EFFECTIVE MEETINGS

The Chairperson

Every neighborhood group should have someone who will take the lead in overseeing the meetings to ensure that the meetings run smoothly. Often the chairperson is the neighborhood association president, home owner's association board chairman or ranking officer. His/her job is to make sure that the agenda is followed both in content and timing and uphold the rights of individual members and of the association. The chairperson should never monopolize the floor or dominate the discussion.

How to Be an Effective Chairperson

- ◆ **Introduce yourself at the beginning of the meeting.** Do not assume that people know who you are. Introduce public officials and guest speakers, and allow Board members to introduce themselves.
- ◆ **Inform people of the proper procedures for the meeting.** Review the format of the agenda. When a motion is needed, bring it to the members' attention for someone to make the proper motion.
- ◆ **Direct the Discussion.** Keep the residents on the topic at hand. When a concern is raised that is out of order, remind the residents that there will be an opportunity to discuss new business. If residents are repetitive on a concern already discussed, repeat the information that was already shared and move onto other topics. Allow the residents to do the majority of the discussion and decision making. Limit the expression of your opinions.
- ◆ **Mediate conflicts if they arise.** Remain impartial and fair. Give each side a chance to state their point of view. If more facts are needed, appoint a committee to oversee the task and report at the next meeting. If outside assistance is needed, the Carrollton Neighborhood Partnership offers assistance.
- ◆ **Review what has to be done.** Make sure that residents leave the meeting with a clear understanding of what decisions have been made and what tasks are to be done by whom.

EFFECTIVE MEETINGS

The Essentials of Good Minutes

Reasons for Good Minutes

- ◆ Minutes are the only record of association business. They become the history of the neighborhood for all present and future residents.
- ◆ Committee chairpersons use minutes to help keep them on track towards their committee objectives. Minutes are essential to provide continuity and information for succeeding committee chairs of the association.
- ◆ The association president or chair uses committee meeting minutes to keep informed of committee activities.

Guide for Recording Good Minutes

- ◆ Minutes should be kept for all board, annual, special, regular, and committee meetings.
- ◆ Each committee should retain and archive their minutes.
- ◆ The name of the organization should be placed at the top of the first page.
- ◆ Include in the first paragraph:
 - a. Type of meeting. (Regular, committee, annual or special)
 - b. Name of the committee or board, if applicable.
 - c. The date, including the year, time, and place of meeting.
 - d. Name of the presiding officer or chairperson.
 - e. Names and/or number of those residents present.
 - f. Whether minutes of the previous meeting were approved as read or corrected.
- ◆ Record the starting time of the meeting.
- ◆ Record ideas, listen to comments, list main points, and summarize. Make the minutes brief but as complete as possible.
- ◆ Record all main motions and amendments and name the member who made the motion. [Jane Smith moved that...] Include that the motion was seconded and by whom. [John Doe seconded the motion] State whether the motion carried or failed. Motion carried or failed]
- ◆ Specify who motioned for adjournment and the time.
- ◆ End minutes with the name of the person recording them. [Submitted by John Jones, Secretary]
- ◆ At the next meeting, when the previous minutes have been approved, the secretary should write "Approved" or "Corrected" with the date on the minutes.

Refer to Robert's Rules of Order for a complete list of motions and parliamentary procedures. There are many books available at the library that addresses the taking of minutes. Many associations also publish a brief version of the minutes in their newsletter to keep absent residents informed of meeting activities.

EFFECTIVE MEETINGS

Writing an Agenda

An agenda gives members an outline of what will be addressed at the meeting. Some associations find that by publishing the agenda for the next meeting in their newsletter, a greater number of members will attend.

Points to consider:

- ◆ Keep the agenda simple. (See Appendix B: Sample Agenda)
- ◆ Under each agenda item list the concern or issue to be discussed. Include the name of the individual that will be giving the report or addressing the concern.
- ◆ If there is a major issue that needs the approval of the members, such as budget expenditures; specify it on the agenda.
- ◆ At the opening of the meeting ask for additions to the agenda that may have been overlooked or new concerns that are not listed.
- ◆ Include an ending time for the meeting. Keep the meetings as short as possible. After an hour and half most people's attention span and response to concerns usually grows shorter and less enthusiastic.

Association By-laws

By-laws govern many neighborhood associations. Many books, including *Robert's Rules of Order*, have been written to assist residents in writing their own by-laws. These books are available at the Neighborhood Partnership Office or the Carrollton Library.

By-laws can be tailored to meet the specific needs of your neighborhood association. The rules of when and how the various meetings will be conducted are covered in the by-laws, along with the duties of the association officers. A quorum may be specified for holding meetings or taking votes. This is especially important if your association is a mandatory one. If in doubt on how the by-laws should be written, you may be able to consult an attorney who resides in the neighborhood.

Many associations also file with the State of Texas to be a non-profit corporation. Some associations have found that they are able to receive donations more readily as a non-profit association. There are many laws that govern corporations. It would, therefore, be wise to enlist the assistance of an attorney if you are considering incorporation. Neighborhood non-profit associations are not excluded from filing a tax return. Contact the IRS at 1-800-424-1040 and the State of Texas at http://www.sos.state.tx.us/corp/nonprofit_org.shtml.

EFFECTIVE MEETINGS

Budget and Treasurer's Reports

Any association that collects money has a responsibility to keep accurate records. Again, check *Robert's Rules of Order* or the library for additional books on the subject. The association's by-laws should specify dues and the duties of the treasurer.

Annual Budget

An annual budget is voted on by the members-at-large. The month in which it is approved is usually the same month that the members-at-large vote for the officers/directors, unless the by-laws state another month. The proposed budget should be distributed to neighborhood residents along with the budget review meeting date, time, and place. Any major changes or expenditures in the budget during the course of the budget year should also be brought before the members-at-large for approval.

The association's annual budget covers one year of the association's activities. The budget helps the association determine what kind of projects and events can be sponsored. It also covers the regular operating expenses of an association (See Appendix C: Annual Budget). The budget is a proposal for funds to be received and disbursed. It is a guideline for the association and should be followed as closely as possible. The association should appoint an impartial person to act as an auditor at the end of the year to make sure that all receipts and disbursements are correct.

Monthly Treasurer's Report

The monthly treasurer's report is presented and accepted at the regular monthly meetings. It reflects a current accurate account of all monies received and disbursed during a given month.



Any expenditure that is not in the approved annual budget should be brought to the attention of the members-at-large in advance to avoid conflict. Keep all reports in one location for easy referencing. Associations usually publish the Treasurer's Report in the newsletter along with the minutes of the meeting (See Appendix D: Monthly Budget).

GOALS AND OBJECTIVES

Advantages of Goal Setting

BE AWARE OF NEIGHBORHOOD NEEDS

Goal setting for your organization will bring the needs of your neighborhood into focus.

COMPLETE PROJECTS

By setting time limits for when you want to finish a project, your organization can anticipate how much work is ahead and set its schedule accordingly.

INCREASE AND MAINTAIN ASSOCIATION ACTIVITY

Goal setting keeps members enthused and motivated. If your association has set a target date to complete a project, the members' energy level will increase as that target date draws nearer. If your association has set goals, there will be plenty of projects to work on. If members are not busy, then it's time for them to work to accomplish existing goals or set new ones.

NEIGHBORHOOD OWNERSHIP OF PROJECTS

By building consensus for neighborhood goals you build ownership of those goals by neighborhood residents. Residents that feel that they are part of the process are more likely to provide resources and volunteer time to achieve those goals.

LEADERSHIP ROLE IS MADE EASIER AND MORE PRODUCTIVE

By determining what the most important issues/concerns are in your neighborhood it will assist the leadership of the neighborhood and the committee chairs to determine guest speakers, meeting agendas and where the resources of your organization should be concentrated.

GOALS AND OBJECTIVES

Neighborhood Association Goals and Objectives

Your association needs clear direction. In order to chart that direction, it is important to determine the social and physical needs of the neighborhood. Schedule a meeting to ask the following questions of your members to help your association set realistic long-term and short-term goals.

U General Objective

- What would we like to accomplish over the next two to five years?

U Social Objective

- Do the residents in our neighborhood know one another? Would they like to?
- Are the residents in our neighborhood unified? Do they want to be?

U Physical Improvements

- Is there anything in our neighborhood that needs to be improved?
- What are the positive and negative characteristics of our neighborhood?
- What do we want to preserve and enhance in our neighborhood?
- What is the general appearance of the homes and/or businesses in our neighborhood?
- Have we seen any recent improvements or deterioration?

U Safety

- Do we have a neighborhood watch in our neighborhood?
- What can we do to help make our neighborhood a safer place for our families to live?

GOALS AND OBJECTIVES

Building Consensus and Prioritizing Goals

It is important to understand what issues and concerns are shared by the majority of the neighborhood residents and to set goals for dealing with those priority issues and concerns. A simple way to help discover priority issues and concerns is to have a brainstorming session. In this session, neighborhood residents are asked to voice their opinions on the issues and concerns that are important to them. All issues or concerns are written on a large board or pad of paper for everyone to see. At this point the validity of each comment is not debated, all comments are written down. Two lists should be created: one of items that neighborhood residents like about their neighborhood and want to preserve, and a second list of items that need to be fixed or improved. As part of this process make sure that everyone is contributing. It may be necessary to seek out the opinions of those residents that are not as willing to speak out at a public meeting.

After the lists are created and everyone has had ample time to contribute, provide everyone at the meeting with three colored dots ($\frac{3}{4}$ " colored dots are available in many office supply stores). Instruct everyone to place a dot by the three issues/concerns that they feel are most important. As people place their dots on issues/concerns some issues will receive many more than others. These are the priority issues that most residents feel are important to work on. Review the results and solicit discussion on how to resolve the priority issues. Set goals and determine an action plan to resolve or minimize the impact of the negative issues/concerns. Set goals and determine an action plan to enhance or preserve the items that residents like about the neighborhood.

By determining priority issues/concern in this manner you are including all neighborhood residents that want to participate in the process. Residents that participate in this process are more likely to buy into contributing actively achieving the goals set by the organization.

MAINTAINING ENTHUSIASM

Keeping Members Interested

Whether your organization is young or old, the possibility that neighborhood spirit and enthusiasm may begin to wane is very real. Here are some preventative measures that can help to preserve your association. Maintaining the interest and enthusiasm of your association is a lot of work, but not nearly as tiresome as it was to form the group! Do not forfeit all of your past efforts--you've come a long way.

- ◆ Meetings should be well-organized. People have volunteered their time, so make effective use of it.
- ◆ Maintain annual membership records and designate a month for membership renewals.
- ◆ Help members find a place in the organization. A list of committees and job descriptions should be made available to every member of the association.
- ◆ New people should always be welcomed. The appearance of cliques should be avoided.
- ◆ Remind members that the quality of their work is important not the quantity.
- ◆ Recognize people for a job well done. Thank them openly at meetings. Have a yearly event to show appreciation for your members' work.
- ◆ Welcome new ideas and input.
- ◆ Organize fun events for your members. This will allow neighbors to become acquainted with one another on an informal basis.
- ◆ Do not burden one person with too much responsibility.
- ◆ Ask individuals what they would like to do to support the neighborhood group and help them in implementing their ideas.

MAINTAINING ENTHUSIASM

Recruit New Members

Attracting new members is crucial to keeping the neighborhood associations alive. Here is a list of association survival tips:

DOOR TO DOOR MEMBERSHIP DRIVE

The most effective ways to recruit new members is to have existing members knock on doors and invite neighbors to join the association. Provide flyers or brochures with some brief information about your association.

SIGN UP NEW MEMBERS AT COMMUNITY FUNCTIONS

Community projects and gatherings are great opportunities to meet and recruit new members.

DEVELOP A BLOCK LEADER OR CAPTAIN NETWORK

Block leaders can pass out flyers and newsletters on their block. As they continue this process, they will become acquainted with their neighbors and can encourage them to join the association.

START A NEWSLETTER OR EXPAND THE CIRCULATION OF AN EXISTING NEWSLETTER TO INCLUDE PROSPECTIVE MEMBERS

When local residents read in the newsletter that members of their neighborhood association are involved in an array of neighborhood functions, they will be motivated to become involved.

CIRCULATE SURVEY FLYERS DOOR TO DOOR TO SOLICIT VIEWS FROM NEIGHBORHOOD RESIDENTS

This can be a great source of ideas as well as good publicity for your association. Make your next meeting a brain storming session to discuss the information obtained from the flyer distribution.

KEEP YOUR MEETINGS ON TIME AND TO THE POINT

When new residents come out to a meeting on a specific topic make sure that that meeting is on time and on target. If there is a desire to socialize set time aside after the meeting.

PROMOTE VOLUNTEERING OUTSIDE OF NEIGHBORHOOD MEETINGS

Create a list of volunteer opportunities that neighborhood residents can become involved in. Not everyone can come out to meetings but they may have the time or willingness to help on some neighborhood projects. Also remember that if someone volunteers for something to follow through to see that they get an opportunity to help. Nothing is worse than volunteering for something and then never being called to help.

MAINTAINING ENTHUSIASM

Recognize New Residents

We have all been new residents in a neighborhood at one time or another. There is nothing more meaningful than to have a neighbor stop by or call to welcome you and your family to the neighborhood. Your neighborhood association can serve as a neighborhood Welcome Committee for new residents. Such efforts will instill a positive first impression about the neighbors who live there.



Here are a few suggestions on how your association can be effective in welcoming your new neighbors:

- ◆ Establish a welcoming committee.
- ◆ Ask neighborhood residents to be on the look out for new arrivals and notify the welcoming committee when new residents move in.
- ◆ Send a note or letter, or visit new residents to welcome them to the neighborhood. Invite them to your next meeting.
- ◆ Help acquaint new residents with the neighborhood by providing them with a list of local shopping places, parks, schools, restaurants, information about garbage pick up and recycling, etc. To obtain City of Carrollton information materials for this purpose, call the Neighborhood Resources Program or the City Manager's Office.
- ◆ Offer new residents a list of the names and phone numbers of their neighbors on their block.

MAINTAINING ENTHUSIASM

A Job Well Done!

Active members of the association and local volunteers are special people and should be praised for the time and energy they have given towards making the community a better place. Provide certificates and awards at a special event for your volunteers. Here are some award suggestions:

COMMUNITY VOLUNTEER AWARD

Recognize those special persons who have sacrificed endless hours of their free time.

SPARKLING SENIOR AWARD

The oldest or the most active seniors in your neighborhood can be given special recognition for their involvement in the association's activities.

BEAUTIFICATION

Award the owners of an attractive yard that brightens your neighborhood.

FUND RAISING AWARD

If there is a particular group or person that has helped to raise funds for your organization, let them know you appreciate them.

ACTIVE YOUTH AWARD

Always encourage the youth in your neighborhood and recognize their contributions for the improvement of the community. They are the neighborhood leaders of tomorrow!

TERRIFIC TEACHER AWARD

Poll the youth of your neighborhood to see if there is a teacher who should receive special recognition by your association.

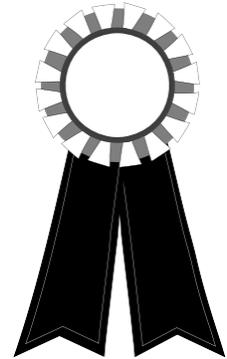
GREAT NEIGHBOR AWARD

To a person who has helped a neighbor over and beyond the ordinary. Nominations could be made by neighbors. Do once a year so that it is special.

HOME OF THE MONTH

Recognize the homeowner that has done an exceptional job of landscaping or making the outside of their home attractive.

BE CREATIVE! TAILOR YOUR AWARD TO THE ACCOMPLISHMENTS OF YOUR NEIGHBORS.



NEIGHBORHOOD PROJECTS

Why Do Neighborhood Projects?

PROMOTE YOUR ASSOCIATION

A neighborhood project or special event is an excellent opportunity to promote your association to local businesses, interest groups and even the residents in your own neighborhood.

RAISE FUNDS

Garage sales, barbecues, and bake sales are just a few examples of effective fundraisers.

IMPROVE NEIGHBORHOOD IMAGE

Whether a project addresses litter control, peeling paint, park clean up, weatherization, or crime prevention, improvements made to a community symbolize to residents and visitors alike that people care about their neighborhood.

MEET YOUR NEIGHBORS

The social aspects of a neighborhood project can serve as the catalyst for a strong community group. Block parties, activity clubs, festivals and parades are just a few ways to meet the neighbors you have waved hello to for years but never actually met. It is also a super opportunity to welcome new neighbors into the community.

A GOOD WAY TO HAVE FUN

Neighborhood block parties, festivals and cookouts are a source of entertainment, and a fun time to bring people back to the association and the neighborhood! The more often a neighborhood gets together for fun, the more unified they will be when an issue arises.

PROMOTE A SENSE OF COMMUNITY

A sense of community is developed when residents come together by working on neighborhood projects. Through the process of planning, implementing, and maintaining projects common goals a sense of belonging and being a part of your community are developed and strengthened.

TAKE OWNERSHIP OF YOUR NEIGHBORHOOD

By taking responsibility for planning, implementing, and maintaining projects in your neighborhood, residents will take more initiative not only in preserving the integrity and quality of that project but the entire neighborhood as well. If neighborhood residents feel that they have something at stake, have some control over the outcome, and take some responsibility for the outcome of projects and issues in your neighborhood, you will have established a powerful base from which positive changes can be made.

NEIGHBORHOOD PROJECTS

Starting Neighborhood Projects

Neighborhood projects are a good idea, but how do you start?

- ◆ Check with your neighbors and active members of your neighborhood group to find out what kind of projects they would support.
- ◆ If your neighborhood has established goals, make sure the project is consistent with those goals. If your neighborhood has not established goals, this might be a good first step.
- ◆ Ask the members of your association what type of activities they would like to have.
- ◆ Consult the Neighborhood Resources Coordinator or members of the Neighborhood Group Leaders Association for suggested projects and information on relevant programs and services available through the city.
- ◆ Identify the types of skills and resources that are available through your association - gardeners, good cooks, carpenters, sales people, artists, etc.
- ◆ Identify resources available through area businesses, including contributions of products, volunteers, services, technical assistance and discounts.
- ◆ Identify who will be able to work at an event and the times they will be available.
- ◆ Involve the entire community in your projects. Reach out to youth, seniors, or other members of your neighborhood that may not be involved and get their input. A project that meets the needs of all of your neighbors will help them feel part of the project and it will encourage them to become more involved.
- ◆ Determine what resources the neighborhood can contribute to the project. A neighborhood's greatest resource is its residents and the commitment and enthusiasm that they can bring to a project. A project that includes sweat-equity is a value-added project.
- ◆ Plan ahead on your neighborhood projects, if grant money is available don't wait until the last minute to plan and submit your project. Start planning now for next year's project. Preparation and careful planning will be apparent in your proposal.
- ◆ Identify others that may be of assistance in implementing your project. Boy or Girl Scout troops may be looking for community service projects. There may be an opportunity to use youth that are required to provide community service for legal reasons. By including these youth in your project you may get the manpower that you need and it can provide them with a productive and positive experience in giving back to the community.

NEIGHBORHOOD PROJECTS

Suggested Neighborhood Projects and Activities

- ◆ Neighborhood garage sale
- ◆ Neighborhood festivals and block parties, art exhibits, crafts, clown face painting for children, hot dog and drink sales, games, etc.
- ◆ Friday night barbecue
- ◆ Progressive dinner
- ◆ Ice cream social
- ◆ Pancake breakfast fundraiser
- ◆ Home improvement demonstrations - wallpapering, stenciling, house painting, tile laying, landscaping, etc.
- ◆ Holiday house decorating
- ◆ Clean Up, Green Up – get involved in the annual city-wide clean up
- ◆ Neighborhood Watch - organizes the community by groups to have neighbors get acquainted, discuss common problems, and help protect their neighborhood by being aware of unusual or suspicious activity
- ◆ Adopt a local park, do a cleanup and plant and maintain a flower bed
- ◆ Get to know the neighborhoods around you by having a multi-neighborhood picnic
- ◆ Create a directory of names, addresses, and phone numbers of neighborhood residents and provide a copy to everyone in the neighborhood.
- ◆ If there are elderly residents in your neighborhood, set up a group of volunteers to visit them around holidays or other times of the year. Include a small basket of goodies to leave as a reminder of your visit.
- ◆ As a neighborhood group, adopt a family for Christmas. There are many organizations that can help you find a family that needs assistance.

NEIGHBORHOOD PROJECTS

- ◆ Are there neighborhood residents that are unable to keep up with some of the maintenance on their property? Your neighborhood might want to form a neighbor helping neighbor committee. It is amazing how fast a group of volunteers can fix a fence, put up storm windows, or even paint a house.
- ◆ Start a neighborhood garden – be sure to involve neighborhood youth
- ◆ Weekly produce exchange from neighbors’ summer gardens.
- ◆ Establish a service exchange (services might include teaching a particular skill, child care, home repairs, gardening, auto maintenance, etc).
- ◆ Establish a neighborhood tool “lending library.”
- ◆ Establish a neighborhood computer lab.
- ◆ Hold an outdoor concert or performance.

NEWSLETTERS

Your Newsletter

Production costs can be high. You may want to contact local businesses to help sponsor the newsletter, or charge them a fee for advertising within the newsletter. The Neighborhood Resource Office may be able to print your flier or small newsletter at no cost to your neighborhood. Call 972-466-5742 for more information.

Usually, a team effort works best when producing newsletters, however, there should be someone to coordinate the efforts of the group and edit the newsletter. Your association should appoint a committee and chairperson to be responsible for producing the newsletter.

By enlisting the participation of as many members as possible, you can appoint members of different committees to author articles and assign reporters to collect information from authors or research topics for the different columns of the newsletter.

Like many other community groups, neighborhood associations in Carrollton have found that a newsletter is a great tool to communicate to neighbors about the current activities of the neighborhood association. Members can be motivated and informed about neighborhood activities.

Identify someone that has a personal computer or typewriter. Establish a distribution committee to deliver the newsletter every the households in the neighborhood.

Select committee members who are proficient in writing and editing.

Have clear deadlines for submitting all articles, editing, and printing of each issue of the newsletter.



NEWSLETTERS

What to Include in Your Newsletter

- ◆ A "word from the president/director" column.
- ◆ Subtle reminders: A newsletter is an excellent means of correcting problems such as early placement of garbage, illegal parking, and other code violations. Also, remind members about dues payment through your newsletter.
- ◆ Classified ads: List neighborhood baby-sitters, handymen, lawn care people, seamstresses, for sale items, etc.
- ◆ Local businesses can advertise their goods and services. If enough businesses participate, the cost of the entire newsletter can be financed in this manner. A newsletter with advertising can become a major source of income for your association. Keep in mind that the Neighborhood Resource Office can not print newsletters that contain advertising.
- ◆ Post upcoming events such as public hearings, block parties and general meetings well in advance. Use this opportunity to recruit volunteers for committees.
- ◆ An announcements section for engagements, weddings, anniversaries, birthdays, honor roll, graduations, etc., to add a personal touch to a neighborhood newsletter. Also, use this section to welcome new residents into the neighborhood.
- ◆ Recognize neighbors for community involvement and volunteerism in a "neighbor profile" column.
- ◆ Feature a City-sponsored program or service that may be of special interest in your neighborhood.
- ◆ On occasion, use a "Bright Ideas" column to share ideas for neighborhood projects used by surrounding neighborhood groups.
- ◆ You may want to promote a "Home of the Month" award for neighbors that have done something special to fix up or beautify their property.
- ◆ Most importantly, ask your readers for suggestions and input into the newsletter.

APPENDIX A: Sample Neighborhood Survey

A survey to assist in organizing a new neighborhood association or learn more about your neighbors.

Name _____

Address _____ Zip _____

Phone number: Daytime _____ Evening _____

Are you a homeowner _____ or a tenant/renter _____

_____ I would like to join together with my neighbors in forming a Neighborhood Association.

_____ I feel that it is important to get to know our Police Beat Officer.

_____ My child/children is/are interested in joining a youth service group in our neighborhood.

_____ I am available to serve on committees.

_____ I want to be put on the mailing list to receive future issues of a neighborhood newsletter.

The concerns or ideas that I would like to see addressed are:

Suggestions for social events or neighborhood projects are:

The best time, day and frequency for me to attend meetings are:

Time _____ Day _____

Frequency: Monthly _____ Quarterly _____ As needed _____

Please return to: Name, Address, Phone

APPENDIX B: Sample Agenda

[Name of Association] [Date]

- 1. Introductions** [President/chairperson introduces him or herself, welcomes everyone, introduces City Council Members, guest speaker, board members, recognizes new residents attending, and thanks anyone who furnished refreshments.]
- 2. Approval of Last Meeting Minutes** [Any corrections should be noted in the new minutes. Annual meeting minutes are approved at the next regular meeting of the association, not at the next annual meeting.]
- 3. Read and Approve the Treasurer's Report** [Relevant only if association collects money. Allow members to ask questions on any item listed.]
- 4. Old Business**
 - a. Committee Reports [List each committee individually]
 - b. Concerns [List each unresolved concern that had no final action taken previously and is not overseen by a committee.]
- 5. New Business**
 - a. Introduction of City Councilman or presentation by guest speaker [Note: Place this first when applicable.]
 - b. Concerns [List each new concern.]
- 6. Review Meeting** [Restate any motions made and action taken.]
- 7. Set Agenda For Next Meeting** [Name any committee that should have an update at the next meeting. Restate any concerns tabled. State date, time, and place of next meeting.]
- 8. Adjourn Meeting** [List approximate time of adjournment. Always ask if anyone has anything else that needs to be discussed. Thank everyone for attending and ask for a motion to adjourn.]

APPENDIX C: Annual Budget

[NAME OF ASSOCIATION]

MAY 2008 - APRIL 2009 [Month And Present Year To Next Year]

Balance on Hand (Contingency): APRIL 30, 2009 \$100.25

Receipts

Members' Dues	\$550.00
Summer Barbecue	\$1,200.00
Fall Garage Sale	\$750.00
Donations	\$50.00

Total Receipts \$2,550.00

TOTAL \$2,650.25

Disbursements

Monthly Newsletters	\$1,200.00
Neighborhood Project	\$1,000.00
Youth Summer Picnic	\$350.00
Supplies for Association	\$50.00
Contingency	\$50.25

Total Disbursements \$2,650.25

Submitted By Budget Committee: [List Members]

The Balance on Hand only applies if the association collected funds from the previous year and will carry those funds to the next year.

The TOTAL and the Total Disbursements should always balance out.

APPENDIX D: Monthly Treasurer's Report

[Name of Neighborhood Association]

The Month Of: [MAY 2009]

	PRESENT BUDGET	CURRENT MONTH	TO DATE
Balance On Hand [APRIL 30, 2009]			\$100.25
Receipts			
Members' Dues	\$ 550.00	\$150.00	\$150.00
Summer Barbecue	\$1,200.00	0.00	0.00
Fall Garage Sale	\$750.00	0.00	0.00
Donations	\$50.00	0.00	10.00
Total Receipts	\$2,550.00	\$160.00	\$160.00
TOTAL			\$260.25
Disbursements			
Monthly Newsletters	\$1,200.00	\$100.00	\$100.00
Neighborhood Project	\$1,000.00	0.00	0.00
Youth Summer Picnic	\$350.00	0.00	0.00
Supplies for Association	\$50.00	\$15.00	\$15.00
Contingency	\$50.25	0.00	0.00
Total Disbursements	\$2,650.25	\$115.00	\$115.00
Balance On Hand: MAY 31, 2009			\$145.25

Submitted By Treasurer: [Name of Treasurer]

REMEMBER: There are many ways to keep books; this is just one of them.

PRESENT BUDGET is the approved annual budget.

CURRENT MONTH is receipts and disbursements within the given month, such as May.

TO DATE is the **CURRENT MONTH** added to all past receipts or disbursements up to that month within the annual year only.

APPENDIX E: Public Meeting Business Terms

Ordinance: New or revised law that must be read twice before final passage by Council.

Resolution: Business item, such as accepting purchase bids or ordering improvements or repairs.

New Business: Items council members mention for discussion and possible action.

Consent Agenda: Routine matters such as purchasing, setting hearing dates or approving contracts. These items are approved as a whole by one motion.

Public Hearing: Held for resident input on the budget ordinances upon the second reading, confirming or ordering resolutions, final assessments and other special business.

Proclamation: The Mayor's recognition of designated dates or issues such as National Fire Prevention Week or Special Olympics' Day.

APPENDIX F: Sample By-laws

The following by-laws are for example only and are not presented to be legal documents.

Article One: Name

The name of the organization is Your Neighborhood, Inc.

Article Two: Purpose

The purpose of the Association is to enhance, improve, and beautify the Your Neighborhood, which is bordered by 22nd Avenue North to the north, 12th Avenue North to the south, 4th Street to the east, and 9th/ Martin Luther King Street to the west. Promoting the general welfare, happiness, and civic pride of the real property owners, tenants, and residents in the Your Neighborhood Area is at the heart of this stated purpose.

Article Three: Membership

Section 1. The membership shall consist of Active and Associate members.

- a. An Active Member is any adult real property owner, tenant, or resident of the Your Neighborhood Area whose dues are currently paid. An Active Member has the right to vote and the privilege of holding office.
- b. An Associate Member is any adult living outside the boundaries of this Association whose dues are currently paid and who endorses the goals of this Association. An Associate Member does not have the right to vote or hold office.

Section 2. Any person who ceases to be a member of the Association shall forfeit all right of interest in any property of the Association.

Article Four: Dues

Section 1. Members shall be required to pay annual dues in the amount as recommended by the Board of Directors and approved by the majority of active members present at any general meeting of the Association.

Section 2. The fiscal year shall be the calendar year.

Article Five: Elections

At the November meeting, the active members present shall elect a nominating committee of a Minimum of three members.

The committee shall prepare a slate of officers and directors and present it at the December meeting. Additional nominations shall be taken from the floor and nominations closed.

APPENDIX F: Sample By-laws

A sample ballot shall be circulated in the January newsletter.

Elections will be held at the annual meeting in January. The ballots will be available at the door at the meeting room and active members present will complete their ballots and drop them into the ballot box provided. Balloting will be closed one-half hour after the announced starting time for this meeting.

The Nominating Committee will tally the votes during the meeting and will report the results before that meeting ends. The prevailing candidates will be officially seated at the end of the January meeting and shall serve until new ones are elected.

In the event no candidate wins a majority, the two candidates with the largest number of voters will be voted on.

Article Six: Officers

Section 1. There shall be four Officers: President, Vice-president, Secretary and Treasurer. Duties of these Officers shall include, but not limited to, the following.

Section 2. The President shall:

- a. Be the Executive Officer and preside over the meetings of the Association and the Board of Directors.
- b. Co-sign with the Treasurer any contract or obligation as authorized by the general membership.
- c. Have authority to create Special Committees and appoint committee chair persons, except the Nominating Committee.
- d. Be an ex-officio member of every committee, except the Nominating Committee.
- e. Give an Annual Report at the Association's December general Meeting.
- f. Appoint a committee approved by the general membership to audit the financial records annually.
- g. Appoint a Parliamentarian.
- h. Upon leaving office, be an ex-officio member of the Board of Directors.

Section 3. The Vice-president shall:

- a. Perform the duties of the President when the President is absent.

APPENDIX F: Sample By-laws

- b. Assist the President or Board of Director upon request
- c. Assume the office of the President for the remaining term, should that office become vacant.

Section 4. The Secretary shall:

- a. Keep minutes of the Association meetings and Board of Directors meetings, and promptly send or deliver them to the President.
- b. Receive any written communication or reports from members and committees, and promptly send or deliver them to the President.
- c. Maintain a current list of names and addresses of all members.
- d. Safely keep all corporation documents and have a reference copy of the Articles of Incorporation and By-laws available at all Association meetings and Board meetings.
- e. Regularly pick up and promptly distribute Association mail received at the post office.
- f. Send out or provide all notices as may be required.

Section 5. The Treasurer shall:

- a. Collect or receive all money belonging to the Association promptly deposit all funds in the name of the Association in such financial institutions as the Board of Directors may designate.
- b. Receive dues and promptly provide the Secretary with names and addresses of the new members.
- c. Pay all recurring, normal, or routine bills of the Association as authorized by the Board of Directors, and disburse any other funds as approved by the general membership.
- d. Co-sign with the President any contract or obligation as authorized by the general membership.
- e. Co-sign checks with any Officer.
- f. Give a monthly Treasurer's report at the general membership meetings and a written financial report, whenever requested, to the board of Directors.
- g. Maintain the financial records.

APPENDIX F: Sample By-laws

Article Seven: Directors

Section 1. The Board of Directors shall consist of all Officers and Directors, as may be elected, and the outgoing President. Minimum numbers of Directors shall be seven (7). The office of any Director failing to attend two (2) consecutive regular Board meetings or Association meetings may, at the discretion of the Board, be declared vacant.

Section 2. The Board is charged with the responsibility of transacting the regular, routine business of the Association. Among its duties, the Board shall:

- a. Authorize payment of recurring, regular, or routine bills of the Association.
- b. Fill vacancies on the Board for the term remaining, except the office of President, by a majority vote.
- c. Create and define the duties of all Standing Committees and confirm the President's appointment of all Standing Committee Chair persons.
- d. Approve the purpose and duties of Special Committees.

Article Eight: Committees

Section 1. Standing Committees shall be created and dissolved by the Board of Directors. Standing Committee Chair persons shall be appointed by the President and confirmed by the Board.

Section 2. Special Committees shall be created and dissolved by the President. Their purpose and duties shall be defined by the President and approved by the Board.

Section 3. A committee shall not engage in any activity in the name of the Association which is contrary to the goals and stated purpose of the Association.

Article Nine: Meetings

Section 1. General Meetings of the Association shall be held regularly once a month. The time, date, and place shall be recommended by the Board of Directors and approved by a majority of active members at any general meeting. A least seven (7) days notice shall be given to all members whenever there is a change in time, date, or place of the regular general meeting.

Section 2. Special Meetings of the Association may be called by the Board of Directors or by written request of ten (10) active members. Written notice of the date, place and purpose of Special Meetings shall be provided to all Association members at least seven (7) days before any special meetings.

APPENDIX F: Sample By-laws

Section 3. The January general meeting shall be known as the Annual Meeting, and it shall be at this meeting that election of Officers and Directors shall take place.

Section 4. A quorum at any general or special meeting of the Association shall consist of ten percent (10%) of the active membership or fifteen (15) active members, whichever is less.

Section 5. The Board of Directors shall meet regularly once a month. Special Board meetings may be called by the President or any three (3) Directors. At least three (3) days notice must be provided to Directors for Special Board meetings. In all Board meetings, a quorum shall consist of four (4) Directors.

Article Ten: Standing Rules

The orderly transaction of business affairs during meetings shall be governed by Roberts Rules of Order, Revised. The Parliamentarian shall advise the President as needed and shall attend all general or special meetings of the Association.

Article Eleven: Amendments

These By-laws may be amended in the following manner over a period of three (3) consecutive monthly general membership meetings.

Section 1. First Meeting: Any proposed amendment must first be accepted for consideration by a majority of active members at any general meeting. If accepted, notice of the proposed amendment must be provided to all members at least seven (7) days before the next general meeting.

Section 2. Second Meeting: The proposed amendment shall be read to the general membership.

Section 3. Third Meeting: The amendment must be approved by two-thirds (2/3) of the active members present.

Article Twelve: Fund Raising

Any fund raising shall be approved by the Board of Directors and shall not violate any city, county, state, or federal statute or law. Donations shall be accepted.

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