

**NPC #1**  
**By-Laws**  
**Created on 4/9/2007 4:11:00 PM**  
**Approved by Council 6/7/07**

Article I

Section 1. The name of the organization shall be called the Post / Franklin Neighborhood Planning Council, as established by the resolution of the Battle Creek City Commission on October 24, 1979

Section 2. Neighborhood Planning Councils are subject to Open Meetings Act and therefore must comply with this state law.

Article II  
**Objectives**

Section 1. The primary purpose of this organization is to assist in neighborhood development plans of the City of Battle Creek.

Section 2. The scope of this purpose shall include policy recommendations, representation of the neighborhood needs, review of programs, education of service areas, and development of neighborhood identity.

Section 3. The philosophy of such a program shall assist in the planning, development and preservation of viable neighborhoods.

Section 4. Final decision, in respect to all such activities, shall be held by the Battle Creek City Commission and the Battle Creek City Planning Commission.

Article III  
**Membership**

Section 1. Membership shall consist of not less than nine (9) or more than thirty five (35) members elected according to these by-laws.

Section 2. Special requirements: Members must be at least eighteen (18) years of age; a resident of Post/Franklin Area, or have a demonstrable or substantial interest within the designated boundary area.

- a. Demonstrable interest is defined as- residing, employed, operating a business, or owning real property within the NPC geographic boundaries.
- b. No council member shall be a member of more than one NPC.
- c. Eligibility for council membership is open to all persons meeting the qualifications described in this Section regardless of religion, race, color, national origin, age sex, height, weight, familial status, marital

status, or disability; unless accommodation of the disability imposes and undue hardship on the City.

Section 3. Membership positions will consist of three (3) year terms, with equal staggered election. Those three year positions which fall vacant shall be filled by the Chairperson's appointment, until the next upcoming council election.

Section 4. Any member absent for three (3) regular meetings in one operational year may be removed from the membership by vote of the Council; exception is made for School Principals, who may send a representative.

Section 5. If a member(s) become physically or mentally incapacitated to the extent they are no longer able to neither attend nor perform coherently, they shall be removed from the active membership.

Section 6. Associate Membership – associate memberships shall be granted to residents or a person having substantial interest within the designated boundary area, who attend at least three (3) or more within a year.

- a. Associate members have no voting rights.
- b. Associate membership shall not exceed the twenty five (25) person limits of regular members.
- c. Any associate member may be removed by two thirds (2/3) vote of council members present – as provided for regular members.

#### Article IV **Meetings**

Section 1. Meetings shall be held monthly on the first (1<sup>st</sup>) Thursday of each month at seven pm (7pm) unless moved and approved by council majority to a different date and /or time.

Section 2. Special meetings may be called at any time at the written request of any officer, or by petition of five (5) active members.

Section 3. Quorum – one half (1/2) plus one (1) of the membership will constitute a quorum.

Section 4. Parliamentary Procedure – Roberts Rules of Order, newly revised, shall be followed except in such instances specifically provided for in the order of business which may be adopted from time to time. The order of business and any special rules adopted at the beginning of the meeting shall govern the procedures unless unanimously suspended.

Section 5. The chair has the discretionary power to call or postpone meetings per Roberts Rules of Order, newly revised.

Section 6. There will be a three (3) minute limit imposed upon members and public when speaking on issues or topics. Chair has the discretion to extend time limits if appropriate.

Article V  
**Elections**

Section 1. Elections shall be held during the month of November, with terms from January 1 through December 31 of each operational year.

Section 2. Nominating Committee- During the October meeting the Chairperson shall appoint a Nominating Committee of at least three (3) active members. This committee shall submit to the secretary one(1) or more nominees for each elected office. This shall be appended to the November meeting agenda, but shall not preclude nominations from the floor. Election to take place at the November meeting.

Section 3. Election voting shall be by secret ballot (unless suspended), and voting by proxy shall not be permitted. Election shall be upon receiving a majority of valid votes cast. If no candidate for office received a majority vote, then a runoff shall be held by successive slate with deletion of lowest vote candidate, until a majority vote is obtained.

Article VI  
**Officers**

Section 1. Term of office for Chairperson, Vice-Chairperson and Secretary shall be one (1) year, not exceeding three (3) terms in succession.

Section 2. Offices:

1. Chairperson:

- a. Shall preside at all meetings
- b. Shall perform all such duties as established by custom and as procedures require.
- c. Shall serve as this councils representative to the Community Development Advisory Council

2. Vice-Chairperson:

- a. Shall perform the duties of the office of Chairperson, whenever the Chairperson shall be unable to do so.

3. Secretary:

- a. Shall give proper notice of meetings on order of appropriate authority.
- b. Shall prepare accurate and complete minutes of the meetings; and within eight (8) days after a meeting shall submit a copy to the Planning Department.

4. Immediate Past Chairperson:

- a. Shall serve as either an active or ex-officio member of the council as determined by election.
- b. Act in an advisory capacity to the organization and its officers.
- c. Shall assume the position of Chairperson if the Chairperson and Vice-Chairperson are unable to discharge those duties.

Article VII  
**Committees**

Section 1. Executive Committee- The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary and one (1) council member at large. The officers shall serve by virtue of office, while the council member shall be elected by the council. Quorum shall be three (3) decisions shall be simple majority vote.

Section 2. Standing committees are Code and Ordinance Enforcement, Planning, Public Relations and By-laws.

Section 3. Special Committee- Chairperson may appoint from time to time special committees as authorized by the council for purposes compatible with the objectives of the organization.

Article VIII  
**Amendments**

Section 1. Proposed amendments may be initiated by the Executive Committee, By-laws committee or by five (5) active members.

Section 2. Proposed amendments shall be circulated to all active members fourteen (14) days prior to consideration and after review and recommendation by the By-laws Committee. An amendment shall become effective or adopted by 75 percent or more of those active members at a quorum meeting.

Section 3. The council may resort to its own initiative in formulating a temporary waiving of the By-laws when deemed necessary in interests of the organization and its objectives. In such event, the waiver shall be by majority roll call vote of the council, provided that any waivers shall not be presented and acted upon in the same day.

As adopted by the membership on \_\_\_\_\_