

**BYLAWS
OF
NORTHWEST FORT WORTH NEIGHBORHOOD ALLIANCE**

ARTICLE I – NAME

The name of the organization shall be the Northwest Fort Worth Neighborhood Alliance, hereafter referred to as the “Neighborhood Alliance.”

ARTICLE II – PURPOSE

The primary purpose of the Neighborhood Alliance is to encourage, protect, and enhance residential quality of life and lifestyle in the area by: (i) bringing area residents together to coordinate efforts to address issues impacting the area; (ii) enhancing communication links with city staff and elected officials; and (iii) encouraging improvement in area infrastructure.

ARTICLE III – MEMBERSHIP

3.1. *Boundaries.* Membership in the Neighborhood Alliance shall be open to all neighborhood associations within the following boundaries: Interstate 820 to the south, Fort Worth city limit to the west, Fort Worth city limit to the north, and Blue Mound Road to the east.

3.2. *Members.* Each neighborhood association which has elected to join the Neighborhood Alliance shall be a member. The current members of the Neighborhood Alliance are listed on Exhibit A attached hereto. Exhibit A may be amended from time to times as needed.

3.3. *Representatives.* Each member may send as many representatives as it reasonably chooses to attend any portion of a Neighborhood Alliance meeting and participate in non-disruptive civil discussion and debate.

3.4. *Each Member Has One Vote.* Only one representative from each member may vote on matters before the Neighborhood Alliance. Any representative may orally request a roll call vote to assure that each member casts only one vote.

3.5. *Representatives May Not Vote Without Authority.* Representatives may not attend a Neighborhood Alliance meeting in a voting capacity without the approval of their neighborhood association’s governing body.

3.6. *Ethical Obligations of Representatives.* Each representative is expected to advise the governing body of his or her neighborhood association as to the general issues before or expected to be before the Neighborhood Alliance, make a good faith effort to secure consensus, and represent that consensus to the Neighborhood Alliance. If he or she is unable to secure a consensus prior to a Neighborhood Alliance meeting, he or she should make a good-faith effort

to represent the position that would likely have been taken on a given issue or should abstain from voting.

ARTICLE IV – MEETINGS

4.1. *Meeting Dates.* The Neighborhood Alliance shall hold regular meetings at least quarterly, at a time and place designated by the President.

4.2. *Notice of Meetings.* The Secretary, or appointee, shall send notice to the last-known email address of the president or chairperson of the governing body of each member at least fourteen (14) days prior to any meeting. Such notice shall specify the meeting date, time, place, and (if known) agenda.

4.3. *Agenda Items.* Members may submit items for the meeting agenda to the Secretary to be placed on the agenda. At the President's discretion, a member may be limited to three agenda items per meeting. Agenda items submitted less than five (5) days prior to the meeting may not be able to be included on the meeting agenda.

4.4. *Voting.* Action may be taken on business that comes before the Neighborhood Alliance if approved by a simple majority of members in attendance, provided:

- Notice of the meeting was given at least fourteen (14) days prior to the meeting, in accordance with Section 4.2 hereinabove;
- The item to be voted on was included on the draft agenda distributed with notice of the meeting; and
- At least twenty-five percent (25%) of the members are represented at the meeting.

4.5. *Meeting Procedure and Order.* Unless specified otherwise herein, procedures at all meetings shall be conducted with due regard to parliamentary practice in accordance with “Robert’s Rules of Order.”

ARTICLE V – OFFICERS

5.1. *Officers.* The officers of the Neighborhood Alliance shall be President, Vice President, Secretary, and Treasurer.

5.2. *Election of Initial Officers.* The initial officers shall be elected by the members in attendance at the first meeting of the Neighborhood Alliance. Each member may cast votes for four (4) candidates. The four candidates receiving the most votes will become the new officers. The newly-elected officers shall decide amongst themselves who will serve as President, Vice President, Secretary, and Treasurer.

5.3. *Election of Vice President and Treasurer Thereafter.* Beginning in 2021, the Vice President and Treasurer shall be elected by the members in attendance at the first meeting of the calendar year in each odd-numbered year, provided:

- Notice of the meeting was given at least fourteen (14) days prior to the meeting, in accordance with Section 4.2 hereinabove;
- The election of officers was included on the draft agenda distributed with notice of the meeting; and
- At least twenty-five percent (25%) of the members are represented at the meeting.

Each member may cast votes for two (2) candidates. The two candidates receiving the most votes will become the new officers. The newly-elected officers shall decide among themselves who will serve as Vice President and who will serve as Treasurer.

5.4. *Election of President and Secretary Thereafter.* Beginning in 2022, the President and Secretary shall be elected by the members in attendance at the first meeting of the calendar year in each even-numbered year, provided:

- Notice of the meeting was given at least fourteen (14) days prior to the meeting, in accordance with Section 4.2 hereinabove;
- The election of officers was included on the draft agenda distributed with notice of the meeting; and
- At least twenty-five percent (25%) of the members are represented at the meeting.

Each member may cast votes for two (2) candidates. The two candidates receiving the most votes will become the new officers. The newly-elected officers shall decide amongst themselves who will serve as President and who will serve as Secretary.

5.5. *Removal.* Any officer may be removed by members if approved by two-thirds (2/3) of members in attendance, provided:

- Notice of the meeting was given at least fourteen (14) days prior to the meeting, in accordance with Section 4.2 hereinabove;
- The item to be voted on was included on the draft agenda distributed with notice of the meeting; and
- At least twenty-five percent (25%) of the members are represented at the meeting.

5.6. *Vacancy.* A vacancy in any office may be filled if approved by a simple majority of members in attendance, provided:

- Notice of the meeting was given at least fourteen (14) days prior to the meeting, in accordance with Section 4.2 hereinabove;
- The item to be voted on was included on the draft agenda distributed with notice of the meeting; and
- At least twenty-five percent (25%) of the members are represented at the meeting.

5.7. *Eligibility to Serve as Officer.* Officers must reside within the Neighborhood Alliance boundaries and must reside in a neighborhood which has been a member of the

Neighborhood Alliance for at least two (2) years. This provision shall not apply during the first two (2) years of the Neighborhood Alliance's existence.

5.8. *Decentralization*. Any two offices may not be held by residents residing within the same neighborhood association.

5.9. *Powers and Duties*. The officers of the Neighborhood Alliance shall cultivate relationships with organizations, city staff, and elected officials who may be able to influence events in the Neighborhood Alliance area and shall communicate the position of the Neighborhood Alliance on issues (as determined by a vote of the membership) to such organizations, city staff, and elected officials. The officers of the Neighborhood Alliance shall each have such powers and duties as generally pertain to their respective offices including, without limitation, the following:

- A. *President*. The President shall not be a voting representative, except in the instance of a tie vote. The President should be able to envision the entire Neighborhood Alliance community and effectively balance any potentially conflicting interests and needs of the individuals and member organizations. The President shall preside at meetings of the Neighborhood Alliance and shall take such actions as necessary to carry out the business of the Neighborhood Alliance.
- B. *Vice President*. The Vice President shall not be a voting representative. The Vice President shall: (i) assist the President in conducting the business of the Neighborhood Alliance; (ii) preside at meetings of the Neighborhood Alliance in the event of the President's absence; and (iii) perform such other duties as required by the President.
- C. *Secretary*. The Secretary shall not be a voting representative. The Secretary shall: (i) secure meeting locations; (ii) notify the membership of the date, time and place of meetings; (iii) prepare meeting agendas; (iv) record votes and keep minutes of all meetings; (v) maintain a record of all Neighborhood Alliance correspondence; (vi) keep appropriate current records on the members, the representatives, and the Neighborhood Alliance's officers; and (vii) perform such other duties as required by the President.
- D. *Treasurer*. The Treasurer shall not be a voting representative. The Treasurer shall: (i) receive and deposit all monies of the Neighborhood Alliance; (ii) disburse such funds as directed by a vote of the representatives; (iii) sign checks of the Neighborhood Alliance; (iv) maintain proper financial records; and (v) perform such other duties as required by the President.

ARTICLE VI – PARLIAMENTARIAN

6.1. *Appointment of Initial Parliamentarian*. The President, Vice President, Secretary, and Treasurer may appoint a Parliamentarian by a simple majority vote of themselves. The initial Parliamentarian shall serve until the first meeting of the 2020.

6.2. *Appointment of Parliamentarian Thereafter.* At the first meeting of each calendar year, following any elections occurring pursuant to Sections 5.3 and 5.4 above, the President, Vice President, Secretary, and Treasurer may appoint a Parliamentarian by a simple majority vote of themselves. The Parliamentarian shall serve until the first meeting of the following calendar year.

6.3. *Parliamentarian Vacancy.* A vacancy in the office of Parliamentarian may be filled by appointment of the President, Vice President, Secretary, and Treasurer by a simple majority of themselves.

6.4. *Eligibility to Serve as Parliamentarian.* The Parliamentarian must reside within the Neighborhood Alliance boundaries and must reside in a neighborhood which has been a member of the Neighborhood Alliance for at least two (2) years. This provision shall not apply during the first two (2) years of the Neighborhood Alliance's existence.

6.5. *Role and Duties of Parliamentarian.* The Parliamentarian shall: (i) serve as mentor to officers and committee chairpersons; (ii) serve as advisor on matters of parliamentary procedure; (iii) supervise elections; and (iv) perform such other duties as required by the President.

ARTICLE VII – EXECUTIVE BOARD

The officers (President, Vice President, Secretary, and Treasurer) together with the Parliamentarian shall be known as the Executive Board of the Neighborhood Alliance.

ARTICLE VIII – COMMITTEES

The Neighborhood Alliance shall have working committees as needed. Each committee shall select a chairperson. Committees can be called into existence by the President or if approved by a simple majority of members in attendance at a duly-called meeting where quorum is met.

ARTICLE IX – MEMBERSHIP DUES

9.1. *Initially No Dues.* The Alliance shall impose no membership dues or fees for participation.

9.2. *Ability to Elect Dues.* The Neighborhood Alliance may elect to begin collecting membership dues if approved by a simple majority of members in attendance at a duly-called meeting where quorum is met.

ARTICLE X – AMENDMENTS

These Bylaws may be amended from time to time as needed. A representative (including an officer) who wishes to propose an amendment shall provide the Secretary an electronic copy of the proposed amendment at least thirty (30) days prior to the meeting during which the

amendment is to be considered. The submission may include a separate cover letter providing concise reasons for the proposed amendment. The Secretary, or appointee, shall send a copy of the proposed amendment and any attached reasons to the last-known email address of the president or chairperson of the governing body of each member at least twenty (20) days prior to the scheduled meeting in which the proposed amendment is to be discussed. The proposed amendment is passed if read and approved by a two-thirds vote of members in attendance at two consecutive meetings, provided at least twenty-five percent (25%) of the members are represented at each meeting.

ADOPTED: MAY 6, 2019

EXHIBIT A

MEMBERS OF NORTHWEST FORT WORTH NEIGHBORHOOD ALLIANCE AS OF MAY 6, 2019

Bonds Ranch Homeowners Association
Boswell Ranch Estates Homeowners Association
Bowman Estates Homeowners Association
Fort Worth Stone Creek Ranch Homeowners Association
Gleneagles Homeowners Association
Marine Creek Estates Homeowners Association
Marine Creek Hills Neighborhood Association
Marine Creek Meadows Homeowners Association
Marine Creek Ranch Homeowners Association
Neighbors of Jinkens Heights-Crestridge Neighborhood Association
Parkview Hills Homeowners Association
Trailwood Estates Homeowners' Association
Twin Mill Farms Homeowners Association