

## APPENDIX A: Sample Neighborhood Survey

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**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:

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Suggestions for social events or neighborhood projects are:

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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

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[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

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[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

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[Name of Neighborhood Association]

The Month Of: [MAY 2009]

	<b>PRESENT BUDGET</b>	<b>CURRENT MONTH</b>	<b>TO DATE</b>
Balance On Hand [APRIL 30, 2009]			<b>\$100.25</b>
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
<b>Total Receipts</b>	<b>\$2,550.00</b>	<b>\$160.00</b>	<b>\$160.00</b>
<b>TOTAL</b>			<b>\$260.25</b>
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
<b>Total Disbursements</b>	<b>\$2,650.25</b>	<b>\$115.00</b>	<b>\$115.00</b>
<b>Balance On Hand: MAY 31, 2009</b>			<b>\$145.25</b>

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**

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**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**

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*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**

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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**

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- 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**

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### **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**

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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.