

By-Laws of the Ballpark Community Council

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CITY RECORDER

ARTICLE I NAME

Section 1:01. Name of Corporation. The name of the corporation shall be Ballpark Community Council.

ARTICLE II PURPOSE

Section 2:01. The purpose of the Ballpark hereinafter designated as the Community council, the objectives for which it has been created, and the procedures by which it is to be governed.

- A. To represent and give voice to all residents, property and business owners within the boundaries of the Ballpark Community Council with all local and state government entities. We host public forums open to all residents, property/business owners and invited guests to encourage public input.
- B. To identify and utilize all public and private resources available to enhance and promote our council district for the benefit of the residents and business entities.
- C. To inform residents, property owners, and business owners about public policies which relate to them, and to hold at least nine (9) Council meetings each year. Regular meetings of the Council will be held the first Thursday of each month.

ARTICLE III POWER OF THE COMMUNITY COUNCIL

Section 3:01. The community council shall have the power and authority to do all things consistent with law and the will of the constituents to carry out its objectives.

Section 3:02. The board of directors shall be vested with the power to amend the by-laws of the Council, and then hold a vote on the changes at the next Community Council public meeting.

ARTICLE IV COMMUNITY COUNCIL

Section 4:01. All who reside in, own property in, or own or operate a business within the boundaries of Salt Lake City, Utah, over the age of eighteen (18) years, within the area from 700 South to Twenty-first south, and from the west side of State Street to the I-15 Freeway, may be voting members of the Community Council.

Section 4:02. This organization seeks the participation and input of all members regardless of gender, sexual orientation, age, race, color, religion, or national origin or immigration status.

ARTICLE V POWERS OF THE BOARD OF DIRECTORS

Section 5:01. The Board of Directors shall have all necessary power and authority, consistent with law, to carry on the business of the Community Council.

Section 5:02. The board of Directors, at its discretion may appoint subcommittees to assist in it's duties. All subcommittees created will be announced at regular council meetings and regular updates will be publicly given as to their work and progress.

ARTICLE VI BOARD OF DIRECTORS - COMPOSITION

The Board of Directors shall consist of five (5) members:

Section 6:01. Area Representatives—Five (5) members shall be Elected Representatives of the geographic area of the Ballpark Community Council. These area representatives shall consist of a Chair, Vice Chair, Secretary, Board Member #4 and Board Member #5.

Section 6:02. Elected Representatives must be members of the Ballpark Community Council as stated in section 4:01 to fill committee positions. Three of the five board members must be residents. The term of office is 2 years. No representatives may serve more than six (6) consecutive terms. Starting with the election in November 2010, the chair must be a resident of the district.

ARTICLE VII ELECTION OF BOARD MEMBERS

Section 7:01. A regular meeting of the Community Council shall be held in October. One of its functions shall be the nomination and presentation of candidates for membership on the Board of Directors.

Section 7:02. Prior to the October meeting, starting in August, a request for nominations shall be made. At the October meeting these nominations will be presented and accepted. In addition, nominations for each vacancy may be made from the floor.

Section 7:03. At the November meeting, candidates nominated by the council or from the floor shall then have an opportunity to make a three (3) minute speech stating their qualifications. If a candidate is unable to attend the meeting, he/she may appoint a proxy to speak in his/her behalf.

Section 7:04. Elections shall be held by secret ballot, of all members of the council district in attendance, the first Thursday of November.

Section 7.05. Board terms are to be staggered. Three members are to be elected in odd numbered years. Two board members will be elected in even numbered years. The object is to maintain some leadership continuity by preventing the election of all board members in the same year.

ARTICLE VIII REMOVAL OF MEMBERS FROM THE BOARD OF DIRECTORS

Section 8:01. For good and just cause, any Board member may be removed from office by a majority vote of the remaining board members in a regular council meeting or special executive session provided he/she has been given adequate written notice that such action is under consideration.

ARTICLE IX ELECTION OF OFFICERS

Section 9:01. Election of Officers of the Council shall be conducted by the outgoing Chairman, or by a Committee Member designated by him/her. Nominations may be made from the floor. Election shall be by secret ballot, by a majority of those members present, and voting shall be necessary for election to office. New officers of the Council shall assume their duties immediately. The outgoing officers shall assist the incoming officers in assuming their duties.

Section 9:02. These officers shall serve for two (2) years. No officer may be elected to the same office more than six (6) consecutive terms.

ARTICLE X VACANCY OF OFFICERS

Section 10:01. A vacancy in the office of Chairman of the Committee resulting from death, incapacity to serve, resignation, or removal, shall be filled by the first Vice Chairman for the remainder of the term. *Should the first Vice Chair be unable to serve or turns down the position of Chairman it shall be filled by the Second Vice Chair and so on and so forth down thru the Board of Directors to the Secretary.*

In the event the Vice Chair, Second Vice Chair or down thru the Board is not a resident, they may serve out the remainder of the Chairpersons term at which time a resident must be elected to the Chair position. The board at its discretion may call a special election to fill the vacant Chair position with a resident Board member.

Section 10:02. In the event of a vacancy in any of the offices of Vice Chairman or Secretary, resulting from death, incapacity to serve, resignation, or removal, the members of the Community Council shall elect a successor from among the members of the Community Council and or the Board of Directors to fill the office for the remainder of the term. Such election shall take place at a regular meeting of the Community Council

and shall follow sections 7:03, 7:05 and 10:01 for the process of the election.

ARTICLE XI GENERAL DUTIES OF OFFICERS

Section 11:01.

The Officers of the Council shall have the following general duties followed by a listing of their specific duties:

- 1) Regularly attends Council meetings and any other related meetings.
- 2) Makes a serious commitment to participate actively in council work.
- 3) Volunteers for and willingly accepts assigned duties and completes them thoroughly and on time.
- 4) Stays informed about council matters, prepares themselves well for meetings, reviews and comments on minutes and reports and suggests agenda items for the monthly meetings.
- 5) Gets to know other council members and builds a collegial working relationship that contributes to dialog and participation.
- 6) Is an active participant in the council's annual evaluation and planning efforts.
- 7) Actively participates in meetings by asking questions, offering comments, expressing opinions and encouraging public participation.
- 8) Has an inquiring mind and stays informed of current events, in particular ones relating to our council district.

SPECIFIC DUTIES OF OFFICERS

Section 11:02. Chairman:

1. To preside over all meetings of the Council and of the Board of Directors.
2. At the request of three (3) or more members of the Board of Directors, to call Special Meetings of the Board; to cause the Secretary to give proper notification of such special meetings.
3. Plan the agenda of all regular and special meetings of the Council and of the Committee utilizing the aid and suggestions of the Board of Directors.
4. To represent the Council on all Boards and Committees on which the Council is granted representation. In the event h/she may be unable to act in their capacity, to designate the Vice Chairman or a member of the Community Council to assume this responsibility.
5. To appoint, or cause to be appointed, members to all standing and special committees.
6. In the absences of the Secretary from any meeting of the Council or of the Executive Committee, to appoint a substitute to keep the records and take minutes.

Section 11:03. Vice Chairman:

1. To serve as assistant to the Chairman.

2. In the event of the absence of the Chairman of his/her incapacity to serve, the first Vice Chairman shall assume the duties of the Chairman.
3. In the event of the Chairman's resignation, or his/her moving from the area, or his/her permanent incapacity to serve, or of his/her removal from office, to assume the office of the Chairman for the balance of the term.
4. Actively assist the Chair in the preparation of the agenda for the regular monthly meeting.

Section 11:04. Secretary:

1. To keep a record of all actions taken by the Community Council and by the Executive Committee, and to have these records open to inspection by any member at any time.
2. To prepare and preserve minutes of every meeting of the Council and Board of Directors.
3. To notify members of the Council and of the Board of Directors of all meetings and elections in accordance with procedures determined by the Board of Directors.
4. To carry out the directions of the Council and of the Board of Directors not inconsistent with the By-Laws.
5. Maintain the legal status of the Ballpark Community Council with the State of Utah and Salt Lake City.
6. Actively assist the Chair in the preparation of the agenda for the regular monthly meeting.

Section 11:05. Board Member #4

- 1) Arrange for the maintenance of the website, which includes posting relevant updates and announcements.
- 2) Maintain a current list of email addresses of members of the Community Council.
- 3) Actively assist the Chair in the preparation of the agenda for the regular monthly meeting

Section 11:06. Board Member #5

- 1) Be this Community Councils Emergency Preparedness Coordinator and liaison with the relevant City and State departments.
- 2) Be this Community Councils Neighborhood Watch representative and liaison with the SLC Police Department.
- 3) Actively assist the Chair in the preparation of the agenda for the regular monthly meeting

ARTICLE XII
MEETING RULES OF ORDER

Section 12:01. The transaction of business in meetings shall take place under the direction of the community council chair as stated under "Duties of Officers" in Article XII 11:01.01. The chair has the right to recognize or not recognize voices of the public with the intent to keep the meeting moving forward in a timely and orderly manner.

Section 12:02 Voting Procedure:

- A. Items requiring a vote from the public body of the community council must appear on the agenda for the meeting. Exceptions can be made by the Board of Directors.*
- B. After a presentation of the item the chair shall open the floor for public discussion.*
- C. Following the public discussion the chair shall ask for a motion from the board or the community council members in attendance. A motion shall be made for or against the item by someone other than the chair. The motion must then be seconded. A vote of the board will be taken by the raising of hands both for and against the motion, which shall be counted by a member of the board of directors and recorded in the minutes. The Chair shall not vote except to break a tie.*
- D. In the case that a board member or the public body feels there is insufficient information to vote they may make such a motion at the time a motion is called for. If the board has a majority vote that there is insufficient information to proceed this shall be recorded in the minutes and no vote will be taken on the item.*

Section 12:03 Agendas: All items of business submitted to the chair one week prior to the community council meeting shall appear on the agenda. This community council will make a reasonable effort to place items on the agenda with less notice under certain circumstances. In the case that the chair feels that an item should not appear on the agenda a majority vote of the board of directors is required to prevent an item from appearing on the agenda. It is the duty of the chair to bring the item in question to the attention of the Board of directors a minimum of two weeks prior to the community council meeting for a vote. In the case that an item is voted off of the agenda it must come before the community council as a whole for a vote on whether or not to include it on the next month's agenda.

Section 12:04 New Business/Open Agenda: There shall be a portion of each community council meeting that is dedicated to new business. The chair shall announce the Open Portion of the meeting and call for any items of new business. These items may be discussed but will not be voted on, see Section 12:02. Exceptions can be made by a majority vote of the Board Of Directors. Any of these items that are requested to appear on the next meetings agenda shall do so in accordance with Section 12:03.