

Proposed Charter for the Hot Springs Village Neighborhood Alliance

Article I-Name

The name of this organization shall be the **Hot Springs Village Neighborhood Alliance (HSVNA)**

Article II-Geographic boundaries

The HSVNA encompasses the area inside the attached Map (Attachment 1) of the village sectioned into 20 Distinct Neighborhoods.

Article III-Purpose

Section 1. The mission of the Hot Springs Village Neighborhood Alliance is to build community at the neighborhood level and improve the livability and economic vitality of the Village.

The HSVNA will do this by:

- Sponsoring Neighborhood improvement projects.
- Providing a forum with factual information to help identify, discuss, and resolve neighborhood issues.
- Establishing two-way communication between neighborhoods, the Board of Directors, the POA and between neighborhoods and other external agencies (as necessary).
- Educating neighbors on issues, public process, BOD services, POA announcements and elections; and
- Identifying and advocating the HSVNA's position on issues such as land use and development, transportation, public safety, and social services.

Section 2. These powers are granted by ???

Article IV-Membership

Section 1. Membership is open to any person 18 years of age or older, who is a property owner in good standing and is self, husband, wife, mother, father, son or daughter of the property owner within the boundaries set forth in Article II.

Section 2 Each Neighborhood Alliance shall keep and maintain lists of all homeowners in good standing for purposes of advocating for any person bringing forth an idea or issue. One idea / issue per member, per month is allowed.

Membership shall terminate at once for anyone who moves from the neighborhood.

Section 3. The duly elected, volunteered or assigned member who sits on the Neighborhood Alliance is entitled to one vote per idea or issue to be determined at each monthly meeting.

Each neighborhood as outlined in the Article II section shall offer an individual who will speak on their behalf at the monthly meetings. A total of 20 representatives will make up the entire Neighborhood Alliance.

In the event that a neighborhood does not offer an individual to speak on their behalf, that neighborhood will relinquish their voting rights for a period of one full year to the remainder of the representatives and the quorum will be adjusted to the new total number of representatives.

If the designated representative cannot attend a meeting, he or she can ask another person from that neighborhood to attend the meeting and vote in place of the duly elected member. The replacement person shall sign in as themselves and clearly state which neighborhood they represent and the name of the person they are substituting for.

Businesses within the 20 Neighborhoods are contained within that Neighborhood Alliance

A landowner is any entity consisting of an individual, partnership or group that owns land

A Business owner is anyone who owns a business within a neighborhood as outlined in Article II.

Section 4. There shall be no absentee voting or voting by proxy.

Article V-Meetings

Section 1. A minimum of twelve (12) monthly HSVNA meetings shall be held each year at a time and place to be established by the Members. The first meeting of the calendar year shall be designated as the Annual Meeting.

Section 2. A quorum at the monthly meetings shall be 11 members.

Section 3. Additional committees within the HSVNA are not allowed except the Charter Review subcommittee.

Section 4. Notices of the meetings will be made available to all neighborhood addresses. Notices will be provided by email or mail. Additional notifications will be reviewed by the members and implemented by each neighborhood Alliance.

Section 5. Notice shall include new business cutoff date, the meeting date, time and place and proposed agenda. Any member may raise additional agenda items at the meeting, but that item shall not be voted upon until the next meeting.

However, if two thirds of those attending the meeting (13 members) vote that emergency action is called for, the matter may be voted on at the same meeting.

Section 6. The meetings of the Alliance shall be conducted according to generally accepted MEETING RULES attached herein.

Article VI-Officers

Section 1. The officers shall consist of: A Chairperson, A Vice Chairperson and a Secretary.

Section 2. Duties of the Chairperson: The Chairperson shall coordinate and guide the business and activities of the Neighborhood Alliance members, facilitate the meetings, and be the primary person for and liaison with the Board of Directors. The chairperson or his/her designee, shall be the Alliances representative on the Neighborhood Leaders Council

Section 3. Duties of the Vice-Chairperson: The Vice Chairperson will assist the Chairperson in his/her duties upon request. In the absence of the Chairperson, or in the event of his/her inability or refusal to act, the Vice Chairperson shall execute the duties of the Chairperson.

Section 4. Duties of the Secretary: The Secretary shall take summary minutes of the meetings and maintain on file copies of said minutes, correspondence, membership lists, attendance lists, and other records deemed necessary by the Alliances.

Section 5. When a vacancy of an officer position occurs, the committee shall elect a replacement by vote of a majority of members at their next meeting.

Article VII-Elections

Section 1. The 20 members of the committee shall be elected by a majority of eligible members of their neighborhood as defined in Article IV at the Annual Meeting. Each neighborhood will decide independently the process and outcome of their way of coming to a conclusion on the best person to represent them.

Committee members shall serve for one year terms starting at the Annual Meeting and terminating at the next Annual Meeting or until such time as another member decides to contest or run for the seat or until the member decides

If elected, volunteered or assigned for less than a year, the committee will vote in the Annual Meeting.

- Section 2. The public announcement for the Annual Meeting shall include the list of Current Committee members by neighborhood, those who wish to run again, and other interested parties who have let their intentions be known to the current Chairperson.
- Section 3. At the Annual Meeting, the Chairperson shall present the names of those known to have been voted in or appointed or volunteered by neighborhood.
- Section 4. At the Annual Meeting, The Chairperson shall present the names of the 20 members and ask who is interested in being the Chairperson, Vice Chairperson and Secretary. Once submitted, the Officer elections at the annual meeting shall be by secret ballot. In the event of a tie, a coin toss will determine the next years tied board member.

Article VIII-~~Public Information~~Communications

- Section 1. The HSVNA shall produce and distribute public information items per the work of the committee. The purpose of such communications shall be:
- Provide notice of upcoming meetings
 - Facilitate discussion on local neighborhood issues
 - Promote neighborhood, community and village events that are committee specific.
 - Share factual neighborhood-specific information
 - Foster fact based dialogue on elections and ballot measures
 - Build community
 - Recognize people and businesses for the volunteer efforts
 - Assist in organizing non active neighborhood Alliances
- Section 2. The committee shall select an editor, who will be responsible for the content, format and preparation for printing. The editor will collaborate with the BOD Staff to produce a product that meets the Neighborhood Alliance guidelines adopted by the committee.
- Section 3. The Newsletter shall be published quarterly with the results of the committees work products.

Article IX –Amendment and Charter Review

- Section 1. This charter may be amended at any monthly meeting by 2/3 vote. Written notice of the proposed charter changes shall be given to the committee prior to the next monthly meeting where changes will be presented, discussed and voted on. Charter changes are not official until adopted by the HSVNA.
- Section 2. The committee shall appoint a Charter Review Sub-committee at least every 5 years or more frequently, should they deem it necessary. The first review shall occur no later than January 2021.

Attachments:

Attachment 1: Map of the Hot Springs Village Neighborhood Alliance boundaries

Attachment 2: MEETING RULES

1. Show up on time and come prepared

Be prompt in arriving to the meeting and in returning from breaks.
Be prepared to contribute to achieving the meeting goals.
Come to the meeting with a positive attitude.

2. Stay mentally and physically present

Be present, and don't attend to non-meeting business.
Listen attentively to others and don't interrupt or have side conversations.
Treat all meeting participants with the same respect you would want from them.

3. Contribute to meeting goals

Participate 100% by sharing ideas, asking questions, and contributing to discussions.
Share your unique perspectives and experience, and speak honestly.
If you state a problem or disagree with a proposal, try to offer a solution.

4. Let everyone participate

Share time so that all can participate.
Be patient when listening to others speak and do not interrupt them.
Respect each other's' thinking and value everyone's contributions.

5. Listen with an open mind

Value the learning from different inputs, and listen to get smarter.
Stay open to new ways of doing things, and listen for the future to emerge.
You can respect another person's point of view without agreeing with them.

6. Think before speaking

Seek first to understand, then to be understood.

Avoid using idioms, three letter acronyms, and phrases that can be misunderstood.

It's OK to disagree, respectfully and openly, and without being disagreeable.

7. Stay on point and on time

Respect the groups' time and keep comments brief and to the point.

When a topic has been discussed fully, do not bring it back up.

Do not waste everyone's time by repeating what others have said.

8. Attack the problem, not the person

Respectfully challenge the idea, not the person.

Blame or judgment will get you further from a solution, not closer.

Honest and constructive discussions are necessary to get the best results.

9. Close decisions and follow up

Make sure decisions are supported by the group, otherwise they won't be acted on.

Note pending issues and schedule follow up meetings as needed.

Identify actions based on decisions made, and follow up actions assigned to you.

10. Record outcomes and share

Record issues discussed, decisions made, and tasks assigned.

Share meeting reports with meeting participants.

Share meeting outcomes with other stakeholders that should be kept in the loop.