

## **DISTRICT 1 LEADERSHIP GROUP BYLAWS**

### **THE DISTRICT 1 LEADERSHIP GROUP**

The District 1 Leadership Group was the inspiration of our founding City of San José Councilmember for District 1, Pete Constant. His original vision for the group was to strengthen two-way communication between neighborhoods and the council office and to build pride and a stronger sense of community in District 1.

Today, the District 1 Leadership Group represents more than 30 neighborhoods and community based organizations, has a membership of more than 60 neighborhood leaders, provides a forum for the ongoing development of our community and its residents, and advocates for district interests with our council member and the City of San José.

#### **ARTICLE I NAME**

The name of this group shall be the District 1 Leadership Group, which is located in the City of San José, County of Santa Clara, and State of California. Boundaries are identified as those of San José Council District 1.

#### **ARTICLE II MISSION**

The mission of the District 1 Leadership Group is to promote the policies, agendas, and interests of district residents, to support neighborhood development, and to develop neighborhood leaders and leadership skills.

#### **ARTICLE III ACTION**

The District 1 Leadership Group has organized itself into four distinct working groups in order to focus on our Mission. These are:

- Outreach and Communication
- Training and Succession Planning
- Policy and Identity
- Autonomy and Advancement

**ARTICLE IV  
MEMBERSHIP AND VOTING**

**SECTION 1 – MEMBERSHIP ELIGIBILITY**

The District 1 Leadership Group is open to any community based organization, neighborhood association, neighborhood group, or business group that is recognized by the District 1 Councilmember and located within the District 1 Leadership Group boundaries as designated in ARTICLE I.

**SECTION 2 – DISTRICT 1 LEADERSHIP GROUP MEMBERSHIP COMPOSITION**

4. The membership composition of the District 1 Leadership Group shall be made up of representative(s) of each community based organization, neighborhood association, neighborhood group, or business group recognized by the San José Council District 1 Office.
2. Each community based organization, neighborhood association, neighborhood group, or business group can appoint up to two (2) members with two (2) alternates in order to ensure representation and continuity. Said member representative will be 14 years of age or older.
3. Each individual may only hold one membership.

**SECTION 3 – VOTING**

1. Each community based organization, neighborhood association, neighborhood group, and business group will have one (1) vote per organization as per ARTICLE IV.

**SECTION 4 – VOTING ELIGIBILITY**

A voting organization must have had at least one (1) named member or alternate in attendance at least three (3) meetings within the previous twelve (12) months prior to voting.

**SECTION 5 – VOTING METHOD**

Voting may be done through a show of hands, the use of vote cards, or a verbal forum for regular agenda items, however, a secret ballot may be used when voting for officers.

**ARTICLE V  
STEERING COMMITTEE**

**SECTION 1 – DEFINITION OF THE STEERING COMMITTEE**

The Steering Committee shall be elected by the general membership to govern the District 1 Leadership Group Meetings.

**SECTION 2 – STEERING COMMITTEE COMPOSITION**

The Steering Committee shall consist of a minimum of 4 officers of the District 1 Leadership Group. Officers of the Steering Committee shall be Chair, Vice-Chair, Secretary, Treasurer, Committee Member, and a representative from the District 1 Councilmember's Office (non-voting).

1. All Steering Committee members shall be active members as defined in ARTICLE IV, SECTION 2
2. No Steering Committee member may hold more than one office at one time.
3. No more than one member of any single community based organization, neighborhood association, neighborhood group, and business group can hold a seat on the District 1 Leadership Group Steering Committee.

**SECTION 3 – TERM OF OFFICE AND ELECTIONS**

1. The term of office shall be for a two (2) year term, conditional to active members as defined in ARTICLE IV, SECTION 2
2. No officer may hold the same position for more than two (2) consecutive terms.
3. Nominations shall be taken at the November meeting. A member being nominated must be present to accept or decline the nomination, or have been asked prior to meeting to determine if he/she is willing to accept the nomination.
4. Nominations may be made from the floor from any member of the General Members.
5. An election shall be held at the January meeting as the first order of business. Votes shall be taken by a secret ballot. Tally and verification of the eligible votes shall occur immediately after the close of voting.
6. Elected Steering Committee members shall assume their responsibilities immediately upon adjournment of the meeting where the election results are ratified.

7. If a Steering Committee member does not attend 3 consecutive General Membership Meetings and/or 3 consecutive Steering Committee meetings, it shall be deemed that the Steering Committee seat has been vacated.

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## **ARTICLE VI DUTIES OF THE MEMBERS OF THE STEERING COMMITTEE**

1. The STEERING COMMITTEE, by majority vote, shall have the authority to appoint or remove sub-committee chairs, appoint members to fill out unexpired terms of vacated Steering Committee seats. The Steering Committee shall operate by a simple majority of the Steering Committee members present.
2. The CHAIR, unless absent, shall preside at meetings of the District 1 Leadership Group, co-sign on all checks drawn against the funds of the Group, and perform such other duties as the Board may require.
3. The VICE CHAIR shall assume the duties of the Chair during the Chair's absence. If the Chair's seat becomes vacant, the Vice-Chair shall assume the responsibilities of the Chair until such time as a new Chair is elected by the vote of the General Membership. The Vice Chair may be a member of, or chair, any sub-committee as directed by the Chair of the Steering Committee as a whole.
4. The SECRETARY shall take roll, keep minutes of all meetings, tally the votes on all matters that come before the General Membership for decision, keep record of District 1 Leadership Group member attendance, notify all members of meetings and its agenda, keep a list of all active and inactive members, and perform such other duties as the Board may require.
5. The TREASURER shall keep an account of the income and expenditures and report at each meeting, and co-sign on all checks drawn against the funds of the District 1 Leadership Group.
6. The COMMITTEE MEMBER shall be responsible for oversight of D1 Projects as they arise and will work with the SECRETARY on Leadership Group communications.

## **ARTICLE VII MEETINGS**

### SECTION 1 – GENERAL MEMBERSHIP MEETINGS

1. General Membership Meetings shall be held once every other month on odd numbered months. The Secretary will make meeting agendas available to the General Membership at least one (1) full week prior to any scheduled meeting.

2. The Chair or San José District 1 Councilmember with concurrence of two steering committee members may call special meetings provided one week's written or email notice and proposed agenda is communicated to the General Membership.
3. A quorum shall consist of at least nine (9) active organizations' members including two (2) of the Steering Committee members—with at least the Chair or Vice Chair being present.

#### SECTION 2 – MEETING PROCEDURES

1. An Attendance Roster shall be completed at each District 1 Leadership meeting.
2. Minutes shall be kept of each meeting by the Secretary or designated member.
3. Copies of the previous meeting's minutes will be made available one week in advance of General Meeting.

#### SECTION 3 – GENERAL MEETING AGENDA

1. The Steering Committee, with special consideration for the District 1 Councilmember, will decide agendas for the general membership meetings and what issues are brought before the membership.
2. Any named member or alternate may add an item to the agenda by communicating the agenda item to the Secretary verbally or in writing no less than two weeks prior to the meeting.

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### ARTICLE VIII AMENDMENTS TO THE BYLAWS

Proposed amendments to the Bylaws may be made at the District 1 Leadership Group general meetings. Copies of the proposed amendment(s) must be submitted to the Chair and Secretary fifteen (15) days prior to the District 1 Leadership Group meeting. Copies of the proposed amendment(s) must be provided to all District 1 Leadership Group members in attendance at the General Meeting. Voting on the proposed amendments(s) will take place at the meeting following the presentation of the proposed amendments. An amendment(s) to the Bylaws must be passed by a simple majority of the members in attendance.

### ARTICLE IX DISSOLUTION OF ASSETS

The property of the District 1 Leadership Group is irrevocably dedicated to community education, prevention, intervention, preservation, maintenance and enhancement of the community. No part of the District 1 Leadership Group income shall ever be used to the benefit of any Officer or member. Upon dissolution or winding down of the District 1 Leadership Group, its assets remaining after payment of its debts and liabilities shall be

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distributed to a nonprofit fund, a foundation, community group, or a corporation organized exclusively for the purposes and goals established by the District 1 Leadership Group. This task will be accomplished after the Steering Committee has identified several entities for consideration and voted on the distribution of assets.

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