



Fort Bend Houston Super Neighborhood Council 41

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Article I. Name

The name of the organization shall be the **Fort Bend Houston Super Neighborhood Council 41**.

Article II. Status and Boundaries

Section 2.1. Status. The Fort Bend Houston Super Neighborhood Council 41 shall be a non-profit corporation, founded pursuant to the laws of the State of Texas. This Association is a 501(c)(3) organization established in accordance with the rules and certifications of the United States Internal Revenue Service.

Section 2.2. Boundaries. Fort Bend Houston Super Neighborhood Council 41 is bound to the north by Beltway 8 and is set to the administrative boundaries of the City of Houston to the east, west, and south.

Article III. Purpose

Section 3.1 The purpose of the Council is to advocate for the promotion of social work, charity, education, economics, and the improvement of the quality of life for all residents and residential stakeholders in the Fort Bend Houston Super Neighborhood community. It is the will of the Council to enhance the development of these communities to promote safer, healthier places to live, work, and play.

Section 3.2 The purpose of the Council is also to promote the improvement of civic life, civic participation, and the social interests of those residents, businesses, property owners, and Member Organizations within the boundaries of FBHSN-41. It is the duty of the Council to engage in activities that benefit all FBHSN-41 constituents, including but not limited to, their duty to:

- a. seek a consensus of the Council on community business in order to provide area citizens with the most prudent representation when advising and/or negotiating with Houston's Mayor's Office, City Council, other entities, and municipalities on issues that are important to FBHSN-41.
- b. undertake a wide range of neighborhood improvement projects as determined by the Council; and



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- c. identify issues of community concern and develop an ongoing, goal-oriented Super Neighborhood Action Plan (SNAP) to address those concerns.

Article IV. Definitions

The following definitions pertain to specific terms contained within the Fort Bend Houston Super Neighborhood Council 41 bylaws:

- ***Super Neighborhoods*** – are groups of neighboring communities organized for community action and designated by the Mayor of the City of Houston as Super Neighborhoods. Super Neighborhoods are located solely within the City of Houston and their residents work together to identify, prioritize, and address the needs and concerns of the broader community.
- ***Fort Bend Houston Super Neighborhood-41*** – also written as “*FBHSN-41*”, and additionally refers to the neighboring communities adjoined within the boundaries set forth in Article II of these Bylaws, that jointly form the Fort Bend Houston Super Neighborhood Council 41 organization, a Texas Nonprofit Corporation.
- ***The Council*** – also referred to as the “*Governing Board*”, the “*Board of Directors*”, or “*the Board*”. The Council is the governing body of the FBHSN-41 and shall be composed of each Designated Representative appointed or selected to serve on the board by their respective Member Organization as stated in these Bylaws. Each Council member shall represent an approved Member Organization existing or participating within the Super Neighborhood boundaries as cited in Article II of these Bylaws.
- ***The Executive Committee*** – also known as the “*Executive Council*”, is composed of only those Designated Representatives who were “*duly elected*” to serve on the executive committee. Their job is to serve the Governing Board (*i.e. the Council*) directly and to guide the day-to-day operations of the FBHSN-41 organization.
- ***Super Neighborhood Alliance*** – also known as “*The Alliance*”, is an organization comprised of the Presidents or Chairpersons of those active Super Neighborhood Councils citywide. The Alliance serves as a formal volunteer advisory board to the mayor and city government on community matters.



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- ***Stakeholders*** – are defined as follows:
 - a. ***Residential Stakeholders*** - shall refer to property owners who reside in their property located within the FBHSN-41 bounds as cited in Article II; and who are members of their neighborhood HOA, CIA, or Civic Club. These residential organizations (i.e. HOAs, CIAs, and Civic Clubs) shall be approved and designated by the Council as Member Organizations. Residential stakeholders shall be the owner(s) of record of their property situated within the FBHSN-41 boundaries and shall be at least 18 years of age.
 - b. ***Non-Residential Stakeholders*** – are individual landlords, partnerships, or other entities owning property within the FBHSN-41 boundaries, but which do not reside within said bounds. Non-residential stakeholders are also those associations consisting of multiple organizations, which include but are not limited to, non-profit organizations, faith-based institutions, schools, school districts, businesses, and business associations.
- ***Primary Designated Representative*** – also written as “DR”, shall refer to those delegates, who are duly appointed or selected by their Member Organization as the Primary Designated Representative to formally hold a seat on the Council. The Primary Designated Representative shall have the privilege of one (1) vote as the representative of their active Member Organization.
- ***Alternate Designated Representative*** - also written as “ADR”, shall refer to those delegates who are duly appointed or selected by their Member Organization as the Alternate Designated Representative. The Alternate Designated Representative shall replace the Designated Representative in the DR’s absence and have the same voting rights as the Primary Designated Representative.
- ***Member Organizations*** – are the associations selected and approved for membership by the Council, as Designated Representative organizations. Each Member Organization is responsible for selecting a Primary Designated



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Representative and other Alternates to represent their respective Member Organization on the Council.

- ***Inactive Member Organizations*** - shall refer to those established Member Organizations whose Designated Representative and/or Alternate Designated Representatives are in violation of the FBHSN-41 bylaws and attendance policy. Those Member Organizations will be considered inactive and not eligible to vote on council business. See Section 6.8.

Article V. Membership

Section 5.1. The FBHSN-41 organization shall be governed by the Council. No *single* resident, business, faith-based organization, or other entity (excluding homeowners' associations, community improvement associations, and civic clubs) shall be a Member; *provided, however*, such entity may be represented as provided in **Article VI**.

Section 5.2. Participation in the FBHSN-41 organization or on the Council not be limited by the imposition of membership fees.

Section 5.3. No individual or entity shall be excluded on the basis of race, age, creed, color, religion, gender, sexual orientation, or national origin from participating in council activities or serving as a delegate or alternate.

Section 5.4. Every FBHSN-41 resident and stakeholder shall have the right to be represented, through a designated Member Organization.

Article VI. Council Seats

Section 6.1. The Council shall approve all Member Organizations, in accordance with all governing authorities and pursuant to these bylaws.

Section 6.2. A member of the Council shall be a documented Primary Designated Representative in good standing with their respective designated Member Organization.

Section 6.3. The number of seats on the Council shall not be less than 3, or more than 30 members. The Council shall consist of not less than 2/3 of the residential stakeholders

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selected as Designated Representatives, and not more than 1/3 of the non-residential stakeholders as Designated Representatives.

Section 6.4. Each Member Organization with a seat on the Fort Bend Houston Super Neighborhood Council 41 shall be allowed one voter, which shall be the Primary Designated Representative, or a designated alternate in his or her absence.

Section 6.5. Each designated Member Organization shall provide the Council with an authorization letter indicating the names of its Primary and Alternate Designated Representatives.

Section 6.6. The Council shall include each of the following Member Organizations:

a. Residential Member – is any single HOA, CIA, or eligible Civic Club serving in a specific community within the boundaries set forth in Article II that has been designated by the Council as a Member Organization. Each Residential Member shall appoint one Primary Designated Representative and other Alternates for service on the Council. However, the appointed Primary Designated Representative shall serve as the member's official representative on the Council with the privilege to cast one vote on each item of Council business.

b. Business Member - is a for-profit business association, organization, or other consortium designated by the Council as a Member Organization.

The Council shall include one Member (a Primary Designated Representative) selected by all participating for-profit business Stakeholders annually at their own meeting or, in lieu thereof, at the annual meeting of the Council by those Stakeholders in attendance with an authorization letter to vote from the for-profit business Stakeholders they represent. If desired, such participating for-profit business Stakeholders may also select additional alternate entities. The appointed Primary Designated Representative shall serve as the Member's official representative on the Council with the privilege to cast one vote on each item of Council business.



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c. Religious Institution Member - is a spiritual, religious, or faith-based institution that is part of an association, organization, or other consortium designated by the Council as a Member Organization.

The Council shall include one Member (a Primary Designated Representative) selected by all participating religious institution Stakeholders annually at their own meeting or, in lieu thereof, at the annual meeting of the Council by those Stakeholders in attendance with an authorization letter to vote from the religious institution Stakeholders they represent. If desired, such participating religious institution Stakeholders may also select additional alternate entities. The appointed Primary Designated Representative shall serve as the Member's official representative on the Council with the privilege to cast one vote on each item of Council business.

d. Nonprofit Member - is a non-profit business association, organization, or other consortium designated by the Council as a Member Organization.

The Council shall include one Member (a Primary Designated Representative) selected by all participating non-profit business Stakeholders annually at their own meeting or, in lieu thereof, at the annual meeting of the Council by those

Stakeholders in attendance with an authorization letter to vote from the non-profit business Stakeholders they represent. If desired, such participating non-profit business Stakeholders may also select additional alternate entities. The appointed Primary Designated Representative shall serve as the Member's official representative on the Council with the privilege to cast one vote on each item of Council business



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e. Education Member - is an educational institution that is part of an association, organization, or other consortium designated by the Council as a Member Organization.

The Council shall include one Member (a Primary Designated Representative) selected by all participating educational institution Stakeholders annually at their own meeting or, in lieu thereof, at the annual meeting of the Council by those Stakeholders in attendance with an authorization letter to vote from the educational institution Stakeholders they represent. If desired, such participating educational institution Stakeholders may also select additional alternate entities. The appointed Primary Designated Representative shall serve as the Member's official representative on the Council with the privilege to cast one vote on each item of Council business.

Section 6.7. Each Member Organization shall be allowed one voter, which shall be its Primary Designated Representative, or in the absence of its Primary Designated Representative, it's Alternate. Each Member Organization shall provide the Council with an authorization letter or form indicating its duly appointed or selected Primary Designated Representative and its Alternate(s) on a yearly basis at the annual meeting of the Council. Such Member Organizations may remove and designate a Primary Designated Representative and Alternate(s) during the year, but in no case more than twice during any one year. An Alternate will have the same rights as the Primary Designated Representative in the absence of the Primary Designated Representative.

Section 6.8. Any Designated Representative and their respective Alternate Designated Representatives who have accrued a total of three unexcused absences shall be deemed inactive, which disqualifies their Member Organization's eligibility to vote on Council business. After a Member Organization becomes inactive, the number of authorized voting members shall be automatically reduced by one. The Executive Committee will notify the delegates of their impending inactive status, but the failure to provide that notice shall not have any effect on disqualification of voting privileges.

- An unexcused absence is defined as any circumstance wherein a Designated Representative is not present at a general meeting and does not call prior to the



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meeting to make arrangements to have an Alternate Designated Representative attend in his or her place or send a proxy in the care of another member.

- An inactive member may be reinstated by attending three (3) consecutive meetings, after which the member's voting privilege will be restored.

Article VII. Duties of the Council

Section 7.1. The Council. The Council is the governing body and voting authority of the FBHSN-41 organization with the responsibility to identify, plan, and set priorities on behalf of the Fort Bend Houston residents and stakeholders. The Council executes its responsibilities in collaboration with Houston's Mayor and City Government Officials to effectively meet and address the needs and concerns of the Fort Bend Houston community. Each member of the Council has a fiduciary duty to the residents, the FBHSN-41 organization, and other community stakeholders to abide by the Laws, Rules, Bylaws, Policies, Procedures, Best Practices, and a Code of Ethics. The duties of the Council Members shall be such as are implied in their respective titles and as specified in official position descriptions, developed and formally approved by the Council. Each Council Member shall keep accurate records of their work and turn them over to their successor. Furthermore, it shall be the duty of each Council Member to further the purpose and objectives of the FBHSN-41 organization within his or her respective Member Organization. To this end, each Council Member shall:

- Work to keep residents and stakeholders informed regarding FBHSN-41 business.
- Serve as liaison between the membership of his or her Member Organization and the Council Members.
- Communicate on a regular basis with the President and other Council Members, providing Activity Reports for their Member Organization on a quarterly basis and at the Annual Meetings.
- Be responsible for overseeing and participating in any voting regarding proposed revisions, changes, and amendments to the bylaws.
- Promote FBHSN-41 as a professional organization striving to fulfil the purpose of the organization.



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Section 7.2. Term – The Primary Designated Representative shall serve no more than three consecutive two-year terms.

Article VIII. Duties of the Officers

Section 8.1. The elected officers of Fort Bend Houston Super Neighborhood Council 41 shall be the President, Vice-President, Treasurer, Assistant Treasurer, and Secretary. These elected officers shall constitute the Executive Committee or “*Executive Council*” of the Fort Bend Houston Super Neighborhood Council.

Section 8.2. The Executive Committee shall be established to serve the governing board (*the Council*) directly and guide the organization in the planning, development, and execution of community initiatives, including the acquisition of resources to benefit the Fort Bend Houston Super Neighborhood community. The Executive Committee shall schedule and convene FBHSN-41 meetings; act on its behalf to amend policies; engage professional consultation for the general and economic benefit of the Fort Bend Houston community; communicate with the mayor’s office, City Council members, and other city government officials; communicate with the Super Neighborhood Liaison; promote constituent participation in city government affairs; and establish committees to carry out these and other functions as needed. Policy and Procedure development changes will be made by the Executive Committee and approved by a majority of the Council.

Section 8.3. All elected officers of Fort Bend Houston Super Neighborhood Council 41 shall be Primary Designated Representatives from their respective active and participating residential Member Organization as described in Section 6.6.

Section 8.4. All applicants shall meet the qualifications for office as determined by the Council prior to becoming a candidate.

Section 8.5. President. The President shall preside over all General Council Meetings and Executive Committee Meetings. The President shall have the authority to conduct meetings and to maintain order. In addition, the President is responsible for appointing a Sergeant at Arms, a Parliamentarian, a Chaplain, and other Committees as needed. The President shall give a written Presidential Report at each regular and annual meeting.

Section 8.6. Vice-President. The Vice President shall preside over all General Council Meetings in the absence of the President. This office shall assist the President and perform various duties as needed.



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Section 8.7. Treasurer. The Treasurer shall keep an up-to-date record of all financial transactions of the FBHSN-41 organization; receive and deposit all monies in the name of the FBHSN-41 organization in such banks, trusts companies, or other depositories that shall be selected by the Council; disburse money as authorized by the Council; and in general perform all the duties as may be assigned to him or her by the President or by the Council from time to time. The Treasurer shall present a report of finances at each general meeting of the Council. Checks dispersed shall contain the signatures of both the Treasurer and either the President or the Vice President, when the President is absent or unavailable.

Other specific responsibilities of the position may also include:

- Handling the money with high standards and setting a tone of integrity,
- Preparing timely financial reports,
- Managing the filings,
- Identifying and managing risk,
- Planning and evaluating with a budget,
- Tracking volunteer time,
- Confirming contributions, and
- Responding to the Internal Revenue Service.

Section 8.8. Assistant Treasurer. The Assistant Treasurer shall assist the Treasurer in the direction and management of the FBHSN-41 organization's treasury activities as needed.

Section 8.9. Secretary. The Secretary shall manage all correspondence; keep a record of correspondence received and sent, including all formal correspondence required of the organization to pursue its ongoing business. The Secretary also aids in managerial duties and shall maintain communication with outside entities, including business partners, financial institutions, creditors, and officers of other entities. The Secretary is approved to provide signatures on designated documents as well as thoroughly analyzing and approving all meeting minutes and other records generated by a recording secretary. The Secretary shall present and read the minutes from the prior meeting(s) for the Council's review and approval of the minutes.



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Section 8.10. Recording Secretary. The Recording Secretary shall be appointed to keep accurate records of all general meeting minutes and act as the custodian of the records. The Recording Secretary is responsible for maintaining all files, up-to-date membership lists, attendance records, and any lists or records generated through email and other computer-based sources.

Section 8.11. Parliamentarian. The Parliamentarian shall be appointed as a consultant to the President and the Council. The Duty of the Parliamentarian shall be to advise the President and the Council by ruling on the validity of the conduct of business at each meeting. The parliamentarian is not a board member, nor does this position have voting privileges.

Section 8.12. Sergeant-At-Arms. The Sergeant-At-Arms shall be appointed to keep order during meetings, and, if necessary, may have any overly rowdy or disruptive member(s) or guest(s) removed. The Sergeant-At-Arms is not a board member, nor does this position have voting privileges.

Section 8.13. Chaplain. The Chaplain shall be appointed to conduct the opening and closing prayers and to oversee the order of the meeting in the absence of the Parliamentarian. The Chaplain is not a board member, nor does this position have voting privileges.

Section 8.14. Elections. All officers shall be elected at the FBHSN-41 annual meeting by a majority vote of the delegates. The annual meeting shall be held in January of every other year. Proxies are deemed acceptable in order to achieve a quorum and to cast a vote; however, the proxy form must be completed and signed. The presence of two-thirds (2/3) of the delegates is required to constitute a quorum. [Refer to the **FBHSN-41 Policy and Procedures Manual**]

Section 8.15. Term. Officers shall be limited to serve three (3) consecutive terms. Each term shall be for two years.

Section 8.16. Vacancies. Vacancies of office shall be filled by appointment of the Executive Committee and shall be approved by a majority vote of the Council. Officers appointed to fill vacancies shall assume office at the first general meeting following the appointment and shall fill the unexpired term.



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Section 8.17. Removal. Any officer elected or appointed shall be subject to removal by the Council “for cause” at any time by a majority vote, if, in the judgment of the Council, such action is in the best interest of FBHSN-41. The President and/or the Council can appoint an Ethics & Integrity Committee or a person to investigate alleged activity and report the results to the President and/or the Council. The Executive Committee Member is entitled to present their defense prior to any removal vote. Non-Executive Committee Member appointed positions (i.e. Recording Secretaries, Parliamentarians, Sergeants at Arms, and Chaplains) serve at the pleasure of the President and can be removed by the President at any time, especially by newly elected Presidents.

The “causes” that are grounds for removal run the gamut including: illegal activity such as stealing, dishonesty, not following bylaw rules and standards, insubordination, excessive unexcused absences, and dereliction of duty.

(a.) Dereliction of duty is more precisely defined as:

- not submitting and a timely meeting agenda to members,
- not holding legal meetings,
- not providing timely reports (financial or otherwise).

(b.) If the President is being investigated, then the Vice President will take over the President’s responsibilities, during the time period of the investigation. If any officer is being investigated, then that/those specific officer(s) will have no involvement in the selection or appointment of the ad-hoc committee members, or the person designated to investigate the alleged cause for removal.

Section 8.18. Attendance - Any officer with three or more unexcused absences may be relieved of his or her position.

Section 8.19. Compensation. No officer or member of the Council shall receive any compensation for his or her services except for approved reimbursements.



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Article IX. Books and Records

Section 9.1. FBHSN-41 shall maintain and keep, accurate and complete minutes, books, and records of account in accordance and pursuant to any and all laws and regulating authorities governing such minutes, books, and records. All minutes, books and records ***must be available for inspection*** by any person, member, their agent, or their attorney ***within 10 business days*** by written request presented to ***the Executive Committee***. Audits shall be done every 3 years. All minutes, books and/or records of FBHSN-41 are the property of the Council and shall not be destroyed or discarded without the written approval of the governing board.

Article X. Contracts, Checks, Deposits, and Funds

Section 10.1. Contracts. Any and all contracts shall receive prior approval from the Council before execution. The Council may, after consideration, authorize the President and/or a designee to enter into a contract on behalf of the FBHSN-41.

Section 10.2. Checks, Drafts, Etc. All checks, drafts, or money orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the FBHSN-41 shall be signed by two officers who have been appointed as signatories with the bank used by the FBHSN-41.

Section 10.3. Deposits. All funds of the FBHSN-41 shall be deposited within *24 hours* to the credit of the FBHSN-41 in such banks, trust companies, or other depositories as the FBHSN-41 may select.

Section 10.4. Gifts/Donations. No gift(s) and/or donation(s) without prior approval from the Council shall be given, exchanged, solicited and/or accepted on half of FBHSN-41. The finance committee or Treasurer shall evaluate any and all gifts/donations and shall report their findings and make a recommendation to the Council.



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Article XI. Standing Committees

Section 11.1. Standing and Ad Hoc Committee Members – All FBHSN-41 Committees shall have a chairperson. The Council shall appoint chairpersons for all Standing Committees (with the exception of the Budget and Finance Committee) and the President shall appoint the chairpersons for all Ad Hoc committees. All chairpersons shall be Councilmembers. Each committee chairperson will determine the number of committee members that serve on the committee (except on the Bylaws and Ethics and Integrity Committees). Standing Committees shall be mandatory committees and shall be listed in the bylaws.

Section 11.2. Standing Committee List

- **Bylaws Committee:** The Bylaws Committee shall consist of at least three (3) Designated Representatives and three (3) other members. The President shall appoint the Chair of this Committee with confirmation by the Council. The Bylaws Committee shall be responsible for developing, reviewing, and preparing amendments to be made to the Bylaws. In addition, the Bylaws Committee shall be responsible for the initial development of the Policies & Procedures Manual. The Bylaws Committee shall be responsible for assisting the Council with the interpretation of the Bylaws and also for the annual review of the Bylaws.
- **Marketing Committee:** is responsible for
 - Determining market objectives,
 - Identifying, and developing strategies to achieve desired objectives,
 - Developing, and implementing an action plan to carry out marketing strategies, evaluating and reporting to the general Council at its annual meeting.
- **Nominations Committee:** The Nominations Committee is selected by the members of the governing board. These members will be charged with evaluating, identifying, and nominating candidates for election. This committee will also purpose the skills and characteristics required to become a candidate for office. Ref: Roberts Rules of order. (Latest edition)



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- **Elections Committee:** The Election Committee shall preside over all elections of officers. The Committee also has the purpose of:
 - Arranging, and conducting special elections,
 - Seeing that the stakeholder groups/organizations elections are held on a timely basis as the need arises each year when seats come up for re-election or initiation.
 - Designing and distributing ballots for election and designating a method of receiving and counting ballots.
 - Determine election outcomes and disputes.

- **Ethics and Integrity Committee:** The Ethics and Integrity Committee is a six (6)-member committee composed of three (3) Councilmembers (not serving on the Elections Committee during an election) and three (3) 3rd party volunteers from an outside group, such as the Super Neighborhood Alliance, a local Rotary Club, or other disinterested community organization. The Ethics and Integrity Committee is established to promote transparency and integrity in the handling of all FBHSN business transactions and with the impartial execution of all FBHSN policies and procedures. This committee shall have the following duties:
 - Investigate all allegations against any officer or position holder, elected or appointed, who is subject to removal “for cause” and to report any and all findings to the Council.
 - Determine election disputes and outcomes in cases where there is a need for election outcome review or validation.
 - Work to mediate and/or resolve serious issues or conflicts that arise between Member Organizations, Councilmembers, elected officers, appointees, community members, and/or other entities and individuals as needed.

- **Budget and Finance Committee:** The Budget and Finance Committee shall consist of not less than three (3) members including the Treasurer, Vice President, and Assistant Treasurer. The Treasurer shall be appointed as Chair of the Budget and Finance Committee. This Committee shall be responsible for the following activities:
 - Provide and maintain financial records.
 - Solve and address financial issues and questions.
 - Develop and set budgets both fiscal and annual.
 - Aid with both internal and external audits and reports.
 - Ensure that at least one annual (*informal*) audit occurs.
 - Prepare the Annual Report.



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- Document and record all financial transactions offered or received by the Council.

Section 11.3. Standing Committees - Terms of Office. A standing committee shall continue as such until the next annual meeting of the members of the FBHSN-41 or until their successor is appointed; unless the committee shall be sooner terminated; or unless such member is removed from such committee; or unless such member ceases to qualify as a member thereof. Said appointment may be done by selection within the committee, which is subject to approval by the appointing authority.

Section 11.4. Vacancy. Vacancies in the membership of any committee may be filled by selection within the committee and subject to approval by the appointing authority.

Section 11.5. Unless otherwise provided in the resolution of the Council designating a committee, a majority of the whole committee shall constitute a quorum, and the act of a majority of the committee's members presented at a meeting at which a quorum is present, shall be the act of the committee.

Section 11.6. Each committee may adopt rules for its own governance consistent with these bylaws and approved by the Council.

Article XII. Meetings

Section 12.1. Annual Meeting. The annual meeting of the Council shall be held on the fourth Thursday of January in each year, at 7:00 PM for the purpose of electing officers, if any terms expire, and for the transaction of such other business as may come before the meeting. If the day fixed for the annual meeting falls on a legal holiday in the state of Texas, such meeting shall be held on the next business day. If the election of officers cannot be held on the day designated herein for the annual meeting, the Council shall cause the election to be held during a special meeting of the members as soon thereafter as conveniently possible.

Section 12.2. Regular Meetings. Regular meetings of the Council shall be held at 7:00 PM on every second Thursday of each month unless the Council determines a different time and date. Each Council member must be notified at least five (5) days prior to such



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meeting. The Council will designate a location to hold regular meetings and an agenda ***must*** be provided for all meetings.

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Section 12.3. Special Meetings. Special meetings of the Council may be called by the President, the Council, or not less than 2/3 of the members having voting rights.

Section 12.4. Place of Meeting.

The Council may designate any place, within the boundaries of FBHSN-41, as the place of meeting for any annual meeting or for any special meeting called by the Council.

Section 12.5. Notice of Meetings. Written notice stating the place, day, and hour of any meeting of members shall be delivered, either personally or by posting in public places, websites, via email, or any form of electronic media to each member entitled to vote at such meeting, not less than five (5) nor more than thirty-five (35) days before the date of such meeting, by or at the direction of the President, Secretary, Officers, or other persons calling the meeting. In case of a special meeting or when required by statute or by these bylaws, the purpose for which the meeting is called shall be stated in the notice. If mailed, the notice shall be deemed “delivered” when deposited in the United States mail and addressed to the member at his address as it appears on the records of the FBHSN-41, with postage thereon pre-paid.

Section 12.6. Public Meetings. All Council meetings shall be public. There shall be no executive or closed meetings, except for example, those meetings concerning salaries, terminations, legal strategies, etc. that are required to be closed by law. Any pre-approved resident/guest may be permitted to speak. All notices of meetings may be posted in public areas, on websites, or in the media.

Section 12.7. Informal Actions. No action required by law, or any other action that would require a group vote can be taken without a meeting and approved minute.

Article XIII. Fiscal/Calendar Year

Section 13.1. The fiscal year of the FBHSN-41 shall run concurrently with the calendar year, beginning on January 1, and ending on December 31 of each year.



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Article XIV. Procedures

Section 14.1. Meetings are to be held in a formal format to conduct the business of the Council. The most current edition of "Robert's Rules of Order" shall be used as a guide for procedures not covered in these by-laws.

Section 14.2. Voting can be conducted in person or with technological assistance, including email, telephone, or other electronic transmissions deemed appropriate by the Elections Committee. Instructions must be clearly defined and provided prior to any election. All results provided in this matter will be made available to the Council.

Article XV. Amendment of Bylaws

Section 15.1. Bylaws may be amended as needed by resolution in writing and presented at the FBHSN-41 Council meeting. Amendments to the bylaws require two consecutive readings and approval of the revisions by a **two third (2/3) majority vote during the second consecutive general meeting**, at which a quorum is present.

Article XVI. Miscellaneous

Section 1: Quorum. Presence of 2/3 members of the Council shall constitute a quorum at any meeting. In the absence of a quorum, the meeting may be held, however, the meeting shall be unofficial, and no voting may take place.

Section 2. Audit. A certified public accountant as approved by the Council shall audit the financial transactions of the FBHSN-41 and its accounts every three (3) years.

Section 3. Bond. The Council shall require the Treasurer or Assistant Treasurer or any other officer or staff to be bonded and/or insured, at the expense of the FBHSN-41, for the faithful discharge of their duties in such amount and with such surety or sureties, as shall be determined.

Section 4. Authority. These Bylaws supersede all other Bylaws, resolutions, memoranda, policies, or other writing heretofore promulgated by FBHSN-41.



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Section 5. Non-Standing Committees. Non-Standing Committees are temporary committees appointed by the President and approved by the Council. These committees are for specific purposes or tasks and may be discontinued once its assignment is complete. At least one Council Member shall be an active member of the committee.

Article XVII. Dissolution Clause

Section 17.1. Upon the dissolution of this FBHSN-41 organization and after the payment or provision for payment of all the liabilities of the organization, the assets shall be distributed for one or more exempt purposes and transferred to the State of Texas, the United States, or a charitable, educational, religious, or other similar organization that is qualified under Section 501(c)(3) of the Internal Revenue Service Code, as approved by a majority of the quorum.

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qualified under Section 501(c)(3) of the Internal Revenue Service Code, as approved by a majority of the quorum.

**Fort Bend Houston Super Neighborhood Council 41
Executive Committee**

Troy Carter 12/7/21
Troy Carter Date
President

Michael Ballare 12/7/21
Michael Ballare Date
Vice President/Bylaws Committee
Chair

Reggie Lewis 12-7-2021
Reggie Lewis, ADR Date
Treasurer

Vacant Date
Secretary

**Fort Bend Houston Super Neighborhood Council 41
Bylaws Committee Staff Members**

Jo August 12/07/2021
Jo August, DR Date
Fairway Villas - Bylaws
Committee Member

Marilou Ballow 12-7-21
Marilou Ballow, DR Date
Mayfair Park Civic Club - Bylaws
Committee Member

Eleanor Bradley 12-7-21
Eleanor Bradley, DR Date
Quail Run CIA - Bylaws
Committee Member

Avis Ballare 12-7-2021
Avis Ballare Date
Chasewood - Bylaws Committee
Member

Fort Bend Houston Super Neighborhood Council 41



Bylaws

Ishola Muhammad Date
Quail Run - Bylaws Committee
Member

**Fort Bend Houston Super Neighborhood Council 41
Designated Representatives & Bylaws Committee Members**

Evelyn Barnett

Evelyn Barnett, DR Date
Briargate CIA *Dec. 21*

Jackie King *12-11-21*

Jackie King, DR Date
Chasewood CIA

Carolyn Poole

Carolyn Poole, DR *Dec 9, 2021* Date
Bench Mark /Quail Bridge HOA

Debra DeShazor, DR Date
Green Valley Estates CIA - Bylaws
Committee Member

Rhonda Jones

Rhonda Jones, DR Date
Quail Glen HOA

Sam Pleasant, DR Date
Quail Village HOA

Maria Morales, DR Date
Ridgemont CIA

George Ann Johnson 12.07.21

George Ann Johnson, DR Date
Ridgemont CIA - Bylaws Committee
Member

Fort Bend Houston Super Neighborhood Council 41



Bylaws

Terlisha Ann Cockrell, DR Date
Willowpark HOA

Robert Brown *12/7/21*

Robert Brown, DR Date
Southwest Crossing HOA

Barbara Blue Date
Briargate - Bylaws Committee
Member

Willinda Landry Date
Quail Run-Bylaws Committee
Member

Cheryl Parker Date
Quail Run - Bylaws Committee
Member

Carolyn Richards Date
Briar Villa II - Bylaws Committee
Member

Willie Rainwater

Willie Rainwater, ADR Date
Quail Run - Bylaws Committee
Member

Mary C. Ross Date
Briargate - Bylaws Committee
Member