

DISTRICT 6 NEIGHBORHOOD LEADERS GROUP (D6NLTG) BYLAWS

Approved January 6, 2025

The District 6 Neighborhood Leaders Group (D6NLTG) is an association comprised of officers and board members, their delegates, and involved community representatives from the neighborhood associations, homeowner associations (HOAs), business district associations, other local organizations across City Council District 6 in San José, and District 6 residents.

Each individual, association, and organization remains independent to express its own position. We work with the District 6 Councilmember and City Staff, but are independent of the Council and the City.

The D6NLTG is dedicated to preserving and enhancing the quality of life in a sustainable and equitable San José.

ARTICLE I – NAME

The name of this organization will be the District 6 Neighborhood Leaders Group (D6NLTG).

ARTICLE II – LOCATION AND BOUNDARIES

The principal office of this organization shall be located in City Council District 6, San José, California. When necessary to identify physical / geographic boundaries, the boundaries of the District 6 Neighborhood Leaders Group shall be defined as boundaries of San José City Council District 6. While recognizing that traffic, quality of life, and other issues important to District 6 residents are not constrained by Council District boundaries, this organization shall have as its primary purpose the improvement of its entire neighborhood.

ARTICLE III – MISSION

The District 6 Neighborhood Leaders Group (D6NLTG) was formed to unite community leaders. It seeks to:

- Support neighborhood and community development.
- Provide a forum for neighborhoods to disseminate information and seek advice.
- Provide a round table discussion for sharing updates and spreading good ideas and tactics.
- Collaborate with the District 6 Councilmember and others on matters affecting District 6.
- Collaborate with other Neighborhood Leaders groups.
- Be a voice to drive policy at City Hall on issues of importance.

ARTICLE IV – PURPOSE

The D6NLTG exists to take actions to improve our neighborhoods, business districts, schools, and community so that San José can become an even more safe, sustainable, attractive, and inviting city, including:

- Share information and discuss topics of community interest.
- Develop position papers.
- Take common actions.
- Make recommendations to elected officials and others.
- Share resources and knowledge with other members.
- Offer mentoring to other members.

Topics of discussion include, but are not limited to:

City, County, District, and State policies, planning, land uses, and other actions that might affect neighborhoods, businesses, schools, libraries, parks, trails, community centers, public safety and welfare, environmental sustainability, historic preservation, or any other quality-of-life matters in one or more neighborhoods or organizations in San José City Council District 6.

Individual neighborhoods or organizations that are affected by local projects, policies, or issues make their own decisions or recommendations on those matters, but are welcome to share information with the D6NLG. Other neighborhoods and organizations are invited to be supportive, even if not directly affected.

The D6NLG is non-partisan and does NOT endorse or oppose political candidates or political parties. We actively support inclusion, diversity, and nondiscrimination.

ARTICLE V – DEFINITIONS

The following terms are defined for use herein:

Section 1 Entity

An Entity is a community-based organization (e.g., a Neighborhood Association, Homeowners Association, Business District, etc.) or an interest-based organization (e.g., advocates for trails, parks, the environment, historic preservation, the arts, cultural affiliations, etc.) that is located in, or serves, the District 6 community.

- An “Active Entity” is an Entity that has had at least one (1) Delegate participate in at least two (2) of the preceding four (4) D6NLG meetings.

Section 2 Delegate

A Delegate is a representative of an Entity, such as the Chair or Boardmember, selected by an Entity to represent the Entity. Each Entity may provide up to two (2) Delegates.

- Each Delegate formally acts on their own individual behalf, with the expectation that they are representative of their Entity’s interests and that the Delegate will report their actions to their Entity.
- If a Delegate is unable to participate in a meeting, the Entity may inform the Board in advance that another individual will act on their behalf.
- An “Active Delegate” is a Delegate who has participated in at least two (2) of the preceding four (4) D6NLG meetings.

Section 3 Community Volunteer

A Community Volunteer is an individual who

- lives, works, volunteers, or owns a business or property in District 6; and
- is not an elected official of the City of San José or employed by the District 6 Council Office.
- An “Active Community Volunteer” is a Community Volunteer has participated in at least two (2) of the preceding four (4) D6NLG meetings.

Section 4 Voting Member

A Voting Member of D6NLG can be either a Delegate of an Active Entity or an Active Community Volunteer.

The meetings are open to the public: one does not need to be a member to attend or participate. Only Voting Members can vote.

Section 5 Quorum

A Quorum of the D6NLG consists of the participation of at least six (6) Voting Members, with at least four (4) Active Entities represented.

Section 6 Consensus Vote

A consensus is the approval by a Quorum with at least two-thirds (2/3) of the Voting Members present and at least two-thirds (2/3) of the Active Entities represented both voting in favor.

Section 7 Majority Vote

A majority approval is the approval by a Quorum with at least half (1/2) of the Voting Members present and at least half (1/2) of the Active Entities represented both voting in favor.

Section 8 Board

- The Board is comprised of four (4) Officers: Chair, Vice Chair, Secretary, and Treasurer.

Section 9 Fiscal Year

- The fiscal year shall be July 1st to June 30th.

ARTICLE VI – ORGANIZATION

Section 1 Officers

The D6NLG shall have the following four (4) Officers:

- Chair
- Vice Chair
- Secretary
- Treasurer

Section 2 Duties of Officers

Chair

- Schedule and chair meetings.
- Serve as primary spokesperson/representative of D6NLG to outside parties and organizations.
- Give the Treasurer written concurrence on all expenditures of more than \$50 drawn against the funds of the D6NLG.

Vice Chair

- Assume duties of Chair, on request of the Chair or if the Chair is unavailable.
- Assist with scheduling or chairing meetings as needed.
- Serve as a backup spokesperson/representative of D6NLG to outside parties and organizations.

Secretary

- Maintain the records of the organization, including but not limited to the master copy of the bylaws, the list of participating Entities, and general membership lists with contact information
- Maintain records of meetings and meeting minutes, and any other records required by the D6NLG or statutory requirements.
- Prepare a list of Voting Members eligible to vote in the Board election.

Treasurer

- Keep an account of the income and expenditures and report at each meeting
- File all tax forms, registrations, and statements required by the State, County, City, or other official agencies or funders; keep copies for the record; and report status to the D6NLG.

- Pay D6NLG approved expenditures with the funds of the D6NLG. If the amount is over \$50, the Treasurer shall first obtain written concurrence from the Chair.
- Whenever a new treasurer takes office, the outgoing treasurer shall prepare documentation for and participate in a review by the Officers of their financial records.

Section 3 Officer Nominations

- Officers may be nominated by any D6NLG member (including themselves).
- At the last meeting of the fiscal year, the Board shall solicit nominations for Officers.
- At least 5 days before the first meeting of the new fiscal year, the Board shall advise all Voting Members of the list of nominations and publish the ballot so Entities can advise their Delegates on their vote.
- A nominee must be present to accept or decline the nomination, or have been asked prior to meeting to determine if they are willing to accept the nomination.

Section 4 Officer Eligibility

- An Officer shall be either an Active Delegate or an Active Community Volunteer.
- If necessary, the Vice Chair or the Treasurer can also serve as the Secretary. Other than that, no Officer may hold more than one D6NLG office at one time.
- No more than one member of an Entity can hold an Officer seat.

Section 5 Board Elections

- The Board shall conduct a Board election at the first meeting of the fiscal year.
- Election shall be by secret ballot, using an anonymous electronic form for voting. Tally and verification of the eligible votes shall occur immediately after the close of voting.
- Elected Officers shall assume their responsibilities immediately upon adjournment of the first Meeting of the fiscal year.

Section 6 Term of Office

- Officers shall serve one (1) year terms, starting at the end of the first meeting of the fiscal year.
- No office may be held by the same person for more than four (4) consecutive terms.

Section 7 Meeting Attendance

- Unannounced absence without good cause from three or more meetings in one fiscal year shall be justification for removal of an Officer, and it shall be deemed that the Office seat has been vacated.

Section 8 Removal of an Officer

- An Officer may be removed from office for stated cause by a Consensus Vote at an agenda meeting.

Section 9 Board Vacancies

- If an Officer resigns, is removed, or has become inactive, that seat shall be deemed vacated. The remaining Officers shall recommend a replacement for ratification by a Majority Vote at the next regularly scheduled meeting.

ARTICLE VII – MEETINGS

Section 1 Types of Meetings

- Regular meetings are at least quarterly but not more than monthly.

- Special meetings can be called with 72-hour group-email notice by the Chair or by six (6) Voting Members representing at least four (4) Active Entities.

All meetings of the District 6 Neighborhood Leaders Group shall be open to the public. Members are encouraged to invite prospective new members.

Section 2 Meeting Notice

The Secretary will email meeting notices and agendas to the membership as announced at the preceding meeting and by group email at least 72 hours in advance

Section 3 Meeting Agendas

Considering requests from D6NLG Voting Members, the Officers will decide what issues are brought before the membership and set agendas for all meetings.

Section 4 Actions

Actions on behalf of D6NLG, such as taking a position, speaking, or writing a letter, require approval by a Consensus Vote.

Section 5 Meeting Minutes

Summary minutes shall be kept of each meeting by the Secretary or a designated member and shall be archived on a public D6NLG website.

Section 6 Annual Meeting

The first regularly scheduled meeting in the fiscal year shall be designated the Annual Meeting. This meeting will include year-end reports from the outgoing Chair and Treasurer, and the election of Officers.

Section 7 Meeting Procedures

The conduct of all meetings shall be generally consistent with Roberts Rules of Order.

An attendance roster shall be completed at each District 6 Neighborhood Leaders Group meeting.

ARTICLE VIII – REPRESENTING D6NLG

The D6NLG Chair or its delegate speaks on behalf of the D6NLG. Individual members can express their individual free speech rights but are prohibited from acting in name of D6NLG.

The Chair (or their delegate) signs letters, endorses positions, and speaks publicly on behalf of the D6NLG on matters approved by Consensus Vote. The Chair (or their delegate) will not speak on behalf of the D6NLG on matters contrary to positions by Consensus Vote. On other matters, the Chair shall avoid representing D6NLG positions unless expeditious action is required, in which case coordination with the Vice Chair is encouraged, and a report by the Chair via group email within 48 hours is required.

Section 1 Conflict of Interest

Board Officers are expected to behave ethically and to avoid conflict of interest or the appearance of conflict of interest.

ARTICLE IX – AMENDMENTS TO THESE BYLAWS

Section 1 Initiation

Any Voting Member may request an amendment to these Bylaws. If approved for consideration by a Consensus Vote, such requests may, time allowing, be referred to a sub-committee for vetting or the D6NLG may, itself, recommend it for consideration.

Section 2 Approval

A Bylaws change must be approved by a Consensus Vote at an agendaized, regularly scheduled D6NLG meeting.

ARTICLE X – COALITION ASSETS

Section 1 Use of Coalition Funds

District 6 Neighborhood Leaders Group funds shall only be used for purposes consistent with our Mission and approved in advance by the membership.

Buying goods or services from an Officer or Voting Member must be justified by a comparison of quality and price and be approved by Consensus Vote. Funds may not otherwise be used to benefit an Officer or a Voting Member.

Receipts will always be required for and to substantiate any reimbursement.

Section 2 Dissolution of Coalition Assets

Upon dissolution of the District 6 Neighborhood Leaders Group, any assets remaining after payment of debts and liabilities shall be distributed to a nonprofit fund, a foundation, community group, or a corporation organized for purposes and goals consistent with those established by the District 6 Neighborhood Leaders Group. The Board will recommend several qualifying entities for selection by Consensus Vote at an agendaized, regularly scheduled meeting.

Adopted January 6, 2025 by a Consensus Vote at an agendaized, regularly scheduled D6NLG meeting.

//signed// Lawrence Ames, D6NLG Chair.