

Bylaws of Des Moines Neighbors

Name

The name of this organization is Des Moines Neighbors, which will be a volunteer community coalition of individual residents and neighborhood associations within the city of Des Moines.

Purpose

The purpose of Des Moines Neighbors is to:

- Advocate for reforms that benefit residents and neighborhoods of Des Moines
- Promote projects, forums, conferences, and other community improvement and engagement efforts
- Share information of common interest and value
- Increase neighborhood association and resident participation in and oversight of neighborhood revitalization and public projects

Membership

Individual membership. Membership in Des Moines Neighbors shall be made available without regard to race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status. The individual must reside or work within the City of Des Moines and subscribe to our purpose. Any individual eligible for membership in Des Moines Neighbors may become a member by signing a membership application.

Neighborhood Association membership. Des Moines Neighbors is open to individuals representing dues paying neighborhood associations or organizations. Each neighborhood may designate up to two representatives to vote on their behalf and represent their interests: a designee and an alternate.

Dues. Membership dues are collected annually, coinciding with the calendar year. Only neighborhood associations are required to pay annual dues; there are no dues for individuals to become a member. The board will set the membership rates for the following year at the November board meeting.

Voting

Voting eligibility. Voting in Des Moines Neighbors is open to individuals representing dues paying neighborhood associations or organizations. Each member neighborhood is provided one vote. Each neighborhood shall designate a designee and an alternate to vote on their behalf and represent their interests. Individual members who do not represent a designated neighborhood are welcome to attend and participate in the discussion but are not considered voting members.

Member neighborhood associations are responsible for notifying Des Moines Neighbors who they choose as their designee and alternate voting representatives. Should there be a change of representation in the designee or alternate role, the neighborhood association must notify the board at least five days in advance of a General meeting to be eligible for any voting activity.

Votes of the membership will be carried by a simple majority of members present. Only the neighborhood designee or alternate may vote. Should a vote end in a tie, the motion will fail.

Board officer elections. Board officer elections will be held annually during the annual meeting. Board officers will be elected for a term of two years and may serve for only two consecutive terms. The election years will alternate so the Chair and Treasurer are elected on odd years and the Vice Chair and Secretary are elected on even years.

At-Large members. At-large members will be elected annually and are not subject to term limits.

Meetings

Frequency. There will be at least eight (8) general meetings per year, not including the annual meeting. Special meetings may be called by the Board of Directors. The Board of Directors will meet at least eight (8) times per year. The neighborhood designee and alternate are encouraged to attend all general meetings.

Notice. The Board of Directors will provide at least seven (7) days' notice before a general meeting and two (2) days' notice before a board meeting. Special board meetings may be called by the Chair or a majority of the Board of Directors. Members of the Board of Directors are expected to attend all Board and General meetings.

Objectives.

General meetings have the following objectives:

- Updates from board of directors, committees, and other members
- Opportunities for neighborhood leaders to hear from guest speakers and discuss issues of common interest
- Coordinate on upcoming events or other activities
- Opportunity for neighborhoods to bring a problem and activities before the organization

Annual Meeting will be held in July of each year. The objectives of this meeting are as follows:

- Elect the Board of Directors
- Review and/or update mission statement for consensus
- Review and/or establish annual vision statement
- Receive annual Treasurer's report
- Receive annual Chair's report

Board meetings have the following objectives:

- Set and confirm agenda for upcoming meetings
- Coordinate committee assignments and work
- Consider any additional business needing the board's attention or input

Minutes. Minutes for board meetings will be available for review at subsequent board meetings. Minutes for general meetings will be available for review at subsequent general meetings. Minutes of all previous meetings will be available upon request.

Board of Directors

Board membership. The Board of Directors will be elected by the membership and consist of seven persons: Chair, Vice Chair, Secretary, Treasurer, and three at-large board members.

Board eligibility. Any individual member, designee, or alternate in good standing of Des Moines Neighbors are eligible to serve on the board.

Duties. The duties of Des Moines Neighbors Board of Directors are as follows:

Chair:

- Preside at all Des Moines Neighbors monthly Board and General meetings and the annual meeting
- Present a progress report to the General Membership at each Annual Meeting
- Represent Des Moines Neighbors at City Council meetings, public forums, or media engagements
- Chair will be a default member of any subcommittees

Vice Chair:

- Perform duties as specified by the Chair or the board at large
- In the absence of the Chair, perform the duties of the chair

Treasurer:

- Oversee and keep an itemized report of all funds received and spent
- Pay any and all financial obligations as approved by the organization
- Present a monthly report at all board meetings and an annual report at the Annual meeting
- Maintain and update membership roster and verify membership at each board meeting.

Secretary:

- Keep minutes of board, general, and annual meetings, and make them available upon request
- Keep and maintain records for Des Moines Neighbors
- Draft the agenda of upcoming meetings with approval of Chair and post the agenda to the Des Moines Neighbors website. Printed copies can be made available upon request.

At-large:

- Provide support to Chair or Vice Chair
- Assume duties of Secretary in their absence

A board action requires approval from the majority of the Board of Directors. The board may approve expenditures up to \$300. Expenditures beyond \$300 must be approved by a vote of the general membership.

Vacancies. If a board member misses three consecutive board meetings without proper notice to the Chair, the board may construe that as a resignation and ask the membership to fill that vacancy. Vacancies that occur between regular elections will be filled by appointment by the Board of Directors, subject to approval by the general membership.

Board Elections

Timing. Board elections will take place at the annual meeting.

Nominations. The board chair will appoint a nominating committee of no less three members in good standing, chaired by a board member, to submit a slate of nominations for board positions to be filled at the immediate general meeting prior to the annual meeting. Additional nominations may be submitted by voting members at the annual meeting.

Assumption of duties. Newly elected members of the Board of Directors will assume their duties immediately following the annual meeting.

Committees

Committees and their purposes are as follows (additional committees may be formed by members of the board to achieve the goals of Des Moines Neighbors).

Outreach Committee:

- Increase membership of Des Moines Neighbors
- Help neighborhood associations' build capacity through equitable outreach efforts
- Improve neighborhood groups' capacity to effectively represent their residents

Communications Committee (chaired by Secretary):

- Draft and disseminate (pending approval) all communications on behalf of Des Moines Neighbors

Events Committee:

- Coordinate events sponsored by Des Moines Neighbors, such as awards banquets and recognition breakfasts

Nomination Committee

- Reach out to member neighborhoods to solicit nominations for board roles.

Bylaws

Des Moines Neighbors will operate in accordance with its bylaws.

Des Moines Neighbors' bylaws can be amended and approved by a majority vote at a general or annual meeting. Proposed amendments to bylaws must be submitted to and approved by the board. Then, the proposed amendment(s) will be published in advance and appear on the agenda for two consecutive general meetings (or one general and one annual meeting). At the second of these meetings, a simple majority of voting members can approve or reject the changes.