

Hillcrest Town Council Bylaws

Mission

To provide a voice & enhance the quality of life for Hillcrest¹ renters & homeowners while supporting actions that benefit our neighborhood.

Goals

1. Provide a forum that gives voice to the community
2. Inform the community of relevant issues and stimulate involvement
3. Effectively interface with our elected representatives

Membership

HTC Membership is intended to include residents of Hillcrest or the greater community. Membership boundaries are used solely to define who can vote at an HTC meeting and not used to define specific community boundaries.

1. Members are defined as individuals residing in the greater Hillcrest Community with northern border as Meade, southern border as Laurel, western border as Goldfinch and eastern border as Florida Street.
2. In lieu of a membership fee, members attending meetings will be asked to make a donation.

Steering Committee

1. All Hillcrest residents are welcome to attend the steering committee meetings.
2. Attendance at three consecutive steering committee meetings is required to gain voting privileges in the Steering Committee.
3. Steering Committee is responsible for setting monthly meeting agendas of the HTC.
4. Steering Committee will bring current issues of interest to the attention of the HTC and the board.
5. Steering Committee is responsible for inviting special guests to HTC meetings upon approval by committee.
6. Notwithstanding Paragraph 2, a representative from each active committee will participate on the Steering Committee with voting privileges.
7. The Steering Committee meetings will be chaired by the HTC Chairperson, a board member or appointed facilitator.
8. The decisions of the Steering Committee will be affirmed by a simple majority vote.

¹ For the purpose of the Hillcrest Town Council, Hillcrest is defined by the Uptown Community Plan.

Board

1. The board will consists of 5 members (Chair, Vice Chair, Secretary, Treasurer and Member-at-large)
2. Board election will be held annually; 2 members elected on odd years; 3 members elected on even years for a term of two years.
3. Each time membership of the board changes, the board will meet to determine respective roles as defined in #1.
4. The board will take action on all HTC fiscal policies and communications.
5. The board will be responsible for monitoring the execution of all action items.
6. Any member of the HTC may nominate themselves or another member for a board position. Said nominations require a second by another HTC member. Nominees must show proof to the Secretary that they are a resident of the greater Hillcrest community as defined by the HTC.
7. The board members will participate at the monthly Steering Committee meeting.
8. A board member may be removed by majority vote of the board, and HTC must replace the board member for the remaining term.
9. Any board member vacancy by resignation may be filled by appointment by the board to fulfill remaining term.

Chairperson Responsibilities

1. Setting Steering Committee meeting dates and locations.
2. Chair the steering committee meetings.
3. Chair or appoint someone to facilitate the monthly HTC meetings.
4. Manage the follow-up on all actions items.

Vice Chairperson Responsibilities

1. Assume the Chair's responsibilities in the absence of the Chairperson.

Secretary Responsibilities

1. Keep all records related to HTC business including motions and action items.
2. Manage and protect the member database.
3. Distribute meeting notifications.
4. Prepare and distribute press releases at the direction of the board.

Treasurer Responsibilities

1. Manage the HTC bank account and provide the Town Council with the monthly bank statement.
2. Collect donation at the monthly HTC meetings.

Member-at-Large Responsibilities

1. To participate on other organizations boards as required by HTC and assist other officers as needed.
2. To lead any special projects or fundraisers for the HTC.

Committees

1. There will be three standing committees (Crime, Development and Neighborhood Improvement).
2. Other committees may be established at the direction of the HTC members or board.
3. Each committee will create a mission statement (statement of purpose) and operating parameters and obtain approval from the HTC.
4. One representative from each committee should participate on the Steering Committee.

Voting

1. Persons living within HTC designated boundaries are allowed to vote.
2. Voting on actions and motions will be conducted by hand-count.
3. Annual voting for board members will be conducted by paper ballot. Each member will have to show proof of residence to receive a ballot.

Bylaw Modifications

1. The bylaws can only be changed at the annual meeting or as specified in paragraph 3 below.
2. Amendments to the bylaws should be proposed and seconded at the February meeting and then voted at the annual meeting. Modifications of the bylaws will be determined by a simple majority vote of the members in attendance at annual meeting.
3. Steering Committee may recommend an amendment to the bylaws at anytime by simple majority vote and ratified by the HTC by simple majority vote of members present.

Annual Meeting

1. The annual meeting will be conducted on the second Tuesday in March.