

LAZYPBROOK/TIMBERGROVE
SUPER NEIGHBORHOOD COUNCIL
BY-LAWS

Article I – Name

The name of the Council shall be the **Lazybrook/Timbergrove Super Neighborhood Council**.

Article II – Boundaries

The Lazybrook/Timbergrove Super Neighborhood is generally bounded by White Oak Bayou to HL&P line to Dian St. to West 12th St. to Durham Dr. as eastern boundary; MKT rail yard as southern boundary; Hempstead Hwy. to Magnum Rd. as western boundary; and HL&P liner (north of Sherwood Dr.) as northern boundary.

Article III – Definitions

The following definitions pertain to terms contained within the Lazybrook/Timbergrove Super Neighborhood By-Laws:

Super Neighborhood – shall refer to the conglomeration of smaller, contiguous communities grouped together that fall within the boundaries set forth in **Article II** above.

Super Neighborhood Council (also referred to as Council) – shall refer to the group of Delegates appointed in the manner stated in these By-Laws to represent the Stakeholders existing within the Super Neighborhood boundaries cited in Article II above. The make-up and voting authority of the Council is set forth in subsequent provisions herein.

Stakeholders – shall refer to representative groups and/or organizations residing in, operating in or owning property within the Super Neighborhood boundaries cited in **Article II** above. Only groups can be Stakeholders; no individual may be a Stakeholder. Stakeholders shall be recognized as either:

- Residential Stakeholder: organizations representing residential communities comprised of single-family houses, townhouses, condominiums or apartments, including but not limited to, civic clubs, neighborhood associations, homeowners' associations (HOA), etc.
- Non-Residential Stakeholder: organizations representing businesses, churches, schools, non-profits, etc.

Active and Participating Stakeholders – shall refer to those Stakeholders appointing a Delegate(s) in accordance with these By-Laws to represent their community or organization on the Council. Active and Participating membership of a Stakeholder requires meeting attendance. Sequential absence at three Council meetings by a Stakeholder will result in loss of voting privilege and the exclusion of the Stakeholder's Delegate(s) in the count towards a Quorum, until such time as regular attendance is resumed through attendance at three consecutive meetings.

Delegate – shall refer to the individual appointed as a designated Stakeholder representative to the Council, in the manner set forth in these By-Laws.

Quorum – a Quorum of the Council shall consist of one-third (1/3) of the duly designated Delegates of Active and Participating Stakeholders. (See Section 5 of SOPs for details.)

Article IV – Purpose

Section 4.1 – The Lazybrook/Timbergrove Super Neighborhood Council is organized for charitable, civic, educational, cultural, and general community improvement purposes (as more fully stated in Section 4.2), including one or more of the purposes specified in Section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future federal tax code. An application may be filed with the Internal Revenue Service for the 501(c)(3) or 501(c)(4) non-profit status, if and when so determined by the Council. The general purpose and power of the non-profit corporation, once established, is to have and exercise all rights and powers conferred on non-profit corporations under the Texas Non-Profit Corporation Act and other laws of Texas, of those powers which may hereinafter be conferred.

Section 4.2 –The general purposes for which the Lazybrook/Timbergrove Super Neighborhood Council is organized shall be to promote the civic betterment and social welfare and well-being of those residents, business and property owners, and other Stakeholder groups within the boundaries of the Super Neighborhood, and to promote and engage in activities for the use and benefit of all Stakeholders within the Super Neighborhood, including but not limited to, (i) to seek a consensus and provide citizens with opportunities to advise the Houston City Council, Mayor’s Office and other entities on issues important to the Super Neighborhood; (ii) undertake a wide range of neighborhood improvement projects determined by members; and (iii) with cooperation from the City of Houston, identify and develop solutions to mutual problems, and develop Super Neighborhood Action Plans (SNAP) to address them.

Article V – Membership

Section 5.1 – The Lazybrook/Timbergrove Super Neighborhood Council shall be comprised of the duly designated Delegates of Active and Participating Stakeholders in the Lazybrook/Timbergrove Super Neighborhood area.

Section 5.2 – Participation in the Lazybrook/Timbergrove Super Neighborhood Council shall not be limited by the imposition of membership requirements or fees either by the Super Neighborhood Council or participating organizations.

Section 5.3 – The Lazybrook/Timbergrove Super Neighborhood Council prohibits the exclusion of any individual or organization based on race, age, creed, color, religion, gender, sexual orientation or national origin from participating in Super Neighborhood Council activities or serving as a Council member.

Section 5.4 – It shall be the right of any Stakeholder within the Super Neighborhood boundaries to be represented on the Council, either by a new or an existing Delegate.

Article VI – Council Delegates

Section 6.1 – A Delegate to the Council must be a designated representative of the Stakeholder that they represent. At the beginning of each calendar year, each Delegate must present written certification from their respective Stakeholder attesting to his/her appointment as Delegate for the coming year along with the name of an authorized alternate.

Section 6.2 – The Lazybrook/Timbergrove Super Neighborhood Council consists of the recognized Stakeholder Delegates listed in **Addendum 1** of these By-Laws.

Section 6.3 – Delegates to the Lazybrook/Timbergrove Super Neighborhood Council shall be allotted in the following manner:

- Residential Stakeholders
 - Representing 300 or more households *: Two (2) Delegates per recognized Stakeholder
 - Representing less than 300 households *: One (1) Delegate per recognized Stakeholder

* “Household” is defined as an individual residential dwelling, specifically a house, townhouse, condominium or apartment, as platted by the City of Houston.

- Non-Residential Stakeholder Groups
 - Businesses: Maximum of One (1) Delegate
 - Non-Profit Organizations: Maximum of One (1) Delegate
 - Education-related: Maximum of One (1) Delegate

Section 6.4 – Each Delegate on the Lazybrook/Timbergrove Super Neighborhood Council shall be allowed one vote which shall be cast by the Delegate, or in his/her absence, by the designated alternate.

Section 6.5 – Delegates and alternates of Residential Stakeholders shall live within the boundaries of the respective Stakeholder’s organization.

Section 6.6 – Any representative group and/or organization within the Lazybrook/Timbergrove Super Neighborhood boundaries can petition to become a member of the Council by submitting a written request to the Council Secretary.

- For Residential Stakeholders: approval shall be by a simple majority vote of the current Active and Participating Stakeholder Delegates at a Council meeting at which a Quorum is present. If the petition is approved, the newly recognized Stakeholder will be allotted a Delegate(s) in accordance with **Section 6.3** of these By-Laws with effect at the next Council meeting. Approval of the petition constitutes approval to amend **Addendum 1** of these By-Laws accordingly.
- For Non-Residential Stakeholders: if there is an open Delegate position for the Non-Residential Stakeholder group that represents the petitioner, approval shall be by a simple majority vote of the current Active and Participating Stakeholder Delegates at a Council meeting at which a Quorum is present. If the petition is approved, the petitioning Stakeholder will be allotted the appropriate group Delegate with effect at the next Council meeting. Approval of the petition constitutes approval to amend **Addendum 1** of these By-Laws accordingly. However, if the appropriate Stakeholder group Delegate position is already occupied, the petitioner will not be allotted a Delegate and will be advised to consult with the current Delegate on Council matters.

Section 6.7 – If any Stakeholder feels that it is not being represented on the Council by any of the Active and Participating Stakeholders, such group may petition the Council to evaluate their grievance and consider action, if deemed by the Council to be appropriate.

Article VII – Officers

Section 7.1 – The elected officers of the Lazybrook/Timbergrove Super Neighborhood Council shall be the President, Vice President, and Secretary. The officers of the Council shall comprise the Executive Committee.

Section 7.1.1 – The President shall preside over all general meetings and any Executive Committee meetings. The President shall have the authority to conduct meetings and to maintain order. The President shall appoint all committee chairpersons.

Section 7.1.2 – The Vice President shall preside at meetings in the absence of the President. The Vice President shall assist the President and shall perform various duties.

Section 7.1.3 – The Secretary shall keep accurate records of all meetings, act as custodian of records, maintain up-to-date membership lists and attendance records and attend to all in-coming and out-going correspondences of the Council. The Secretary will also manage the financial matters of the Council.

Section 7.1.4 – The Executive Committee may schedule and convene executive meetings between general meetings of the Council, and shall act on the Council’s behalf to approve and set policies, evaluate projects, communicate with City government and City Council members, communicate with the Super Neighborhood Alliance, promote participation in City governance, and establish committees to carry out these and other functions as needed.

Section 7.2 – All officers shall be elected to 2-year terms and may serve two (2) successive terms in the same officer position. (See Section 6 of SOPs for details on the officer nomination process.)

Section 7.3 – All officers shall be elected by a simple majority vote of Active and Participating Stakeholder Delegates represented at a Council meeting at which a Quorum is present. (See Section 6 of SOPs)

Section 7.4 – Officer elections will be held at the last general Council meeting of even-numbered years. Newly elected officers shall take office at the first general meeting of the next calendar year. (See Section 6 of SOPs)

Section 7.5 – Officers need not be Delegates or alternates; however, they must be affiliated with a Stakeholder. In the event that an officer is not a designated Delegate, said officer will be allowed to cast one vote on all Council matters.

Section 7.6 – A vacancy in an office may be temporarily filled by the President until such time that a special election, consisting of a Quorum of the Council Delegates, can be conducted in accordance with **Section 7.3** at the next regularly scheduled Council meeting. Officers elected to fill vacancies shall assume office at the first general meeting following their election and shall hold office until the next regular election of officers.

Section 7.7 – Any officer who fails to meet the obligations and responsibilities of their office may be removed from office by a two-thirds (2/3) majority vote of the Council at which a Quorum is present.

Article VIII – Committees

Section 8.1 – Committees shall be established or abolished by the Executive Committee as the need arises. The Executive Committee shall clearly establish the purpose, objective(s), authority and responsibilities of all committees.

Section 8.2 – As cited in **Section 7.1.1**, the Council President shall appoint all committee chairpersons. Committee members shall be selected by the committee chairperson in consultation with the Executive Committee.

Section 8.3 – Committee chairpersons and committee members need not be Council Delegates; however, they must be affiliated with a Stakeholder. Committee members may be removed for or without cause by unanimous vote of the Executive Committee.

Article IX Meetings

Section 9.1 – General meetings of the Lazybrook/Timbergrove Super Neighborhood Council shall be held on even-numbered months at a time and place to be designated by the Council President. Meeting notices will be issued to all Council delegates at least one week prior to all meetings and will also be published on Council social media sites. A Quorum is required for the transaction of business at a meeting. (See Section 1 of SOPs)

Section 9.2 – All Council activity will be conducted in open meetings where community Stakeholders may observe discussions and participate under defined circumstances.

Section 9.3 – The time and date of the next general meeting shall be set by the President with the consent of the Council at the end of the preceding meeting. (See Section 1 of SOPs)

Article X – Procedures

Section 10.1 – The most current edition of Robert’s Rules of Order shall be the guide for procedure in all points of order not covered by the By-Laws.

Section 10.2 – The Council may adopt Standard Operating Procedures (SOPs) as it reasonably believes are necessary to govern the affairs of the organization and its committees.

Section 10.3 – Electronic mail sent to the address provided by a Delegate and/or Stakeholder fulfills the written communication requirements detailed in these By-Laws.

Section 10.4 – Council meetings may be held either in person or via remote electronic teleconference (i.e., Zoom, Google Meet, Microsoft Teams, Facetime, etc.).

Article XI – Amendment of By-Laws and SOPs

Section 11.1 – These By-Laws may be amended by written resolution at a regular or special meeting of the Lazybrook/Timbergrove Super Neighborhood Council by a two-thirds (2/3) majority vote at which a Quorum is present. Proposed amendments must be provided in writing to all Council members no less than two weeks prior to the Council meeting at which the amendment is to be considered for approval.

Section 11.2 – Addendum 1 of these By-Laws may be amended in the manner detailed in **Section 6.6** of these By-Laws.

Section 11.3 – The Standard Operating Procedures (SOPs) referenced in **Section 10.2** of these By-Laws may be amended in the same manner detailed in **Section 11.1** of these By-Laws.

Revised and submitted to the COH Department of Neighborhoods on DEC 12, 2024.

Addendum 1

Recognized Stakeholders on Lazybrook/Timbergrove Super Neighborhood Council

As of: APR 22, 2024

Recognized Residential Stakeholders

<u>Stakeholder Organization</u>	<u>Number of Delegates</u>
• Heritage Creek Homeowners Association	1
• Lazybrook Civic Club	2
• Timbergrove Court Homeowners Association	1
• Timbergrove Manor Civic Club	2
• Timbergrove Manor Neighborhood Association	2
• Timbergrove Terrace Homeowners Association	<u>1</u>
Total Residential Stakeholder Delegates →	9

Recognized Non-Residential Stakeholders (All Positions Currently Open)

<u>Stakeholder Group</u>	<u>Number of Delegates</u>
• Businesses	0
• Non-Profits	0
• Education-related	<u>0</u>
Total Non-Residential Stakeholder Delegates →	0

Total Lazybrook/Timbergrove Super Neighborhood Council Delegates →	9
---	----------

Contact the Council Secretary for the list of current **Active and Participating Stakeholders** which may differ from the above.

The above list shall not be construed as limiting the number of Stakeholders eligible to participate in open Council meetings.