

## Policies and Procedures of the Lyon Park Citizens Association

Current as of Feb 21, 2008

The following policies and procedures collect, modify, and expand on the unwritten policies and procedures used in the past by the Lyon Park Citizens Association (LPCA). These represent the way we will conduct the affairs of the Association in implementing its Constitution and Bylaws. They will be posted on the web site, and the President will notify the membership of any changes.

1. General. We will follow the approved LPCA Constitution and Bylaws, interpreting them in some instances as specified below. The Constitution and Bylaws will be generally interpreted to allow activities not prohibited, rather than prohibit activities not specifically allowed. As a neighborhood association, LPCA should seek to allow expeditious action whenever possible. When appropriate, we will use the Executive Committee to act in the name of the membership more rapidly than if action is delayed for the general membership.

2. Conduct of general membership meetings.

a. Monthly general membership meetings will generally be scheduled on the second Wednesday of the month. The scheduled date for any meeting or meetings may be changed by the Executive Committee with adequate notification to the membership commensurate with the circumstances dictating the change.

b. The meeting Chairman (normally the President) will conduct meetings under Robert's Rules of Order but will apply them in as relaxed a manner as the situation allows. In his absence or when otherwise necessary, the President will designate a member of the Executive Committee to conduct the meeting.

c. The President is responsible for setting the meeting agendas. He will publish an advance agenda in the newsletter and then may publish a more detailed agenda on the listserve several days before the monthly general membership meeting. He will seek membership agreement at the meeting. Those wishing to make announcements or raise issues during a meeting should notify the President as soon as possible beforehand, to assist him in the orderly arrangement and conduct of the meeting.

d. Substantial issues requiring a formal vote of the membership normally must be advertised before the meeting in the LPCA newsletter in order to allow interested members to be present for the vote. This does not preclude consideration of other less substantial unadvertised administrative or procedural matters typically handled by acclamation or voice votes during a meeting. The Executive Committee may consider exceptions of the notification policy, particularly to allow publication through the listserve. The Chair will normally seek to defer action on unadvertised new substantial

items of business raised during a meeting until the following meeting in order to allow the members not initially present to be informed.

e. The Chair will generally direct management of the agenda and conduct of the meetings towards the provision of information and the discussion and consideration of issues of interest to the general membership. To that end, he may rule out of order discussion that narrowly focuses on details of interest to a relatively small number of meeting attendees.

f. Non-LPCA members, such as developers or supplicants, will be excluded from membership discussions and votes leading to decisions in which they have a vested interest.

## 2. Committees.

a. Individuals or groups of members functioning as committees often facilitate the Association's efforts to address specific issues. They collect information, meet with outside agencies, refine details, propose actions, and may reach agreements as authorized by the Executive Committee or general membership.

b. Committee membership will be generally open to Lyon Park residents. Committees and individuals acting for the Association, to include Association representatives to other organizations, should keep the membership fully informed by publicizing their efforts on the listserv and in the newsletter as appropriate. Formal committee meetings should be advertised in advance to allow for transparency and participation.

c. The Executive Committee will routinely meet on about the first of each month, with the schedule and venue notified to the Committee members. LPCA Members wishing to attend the meeting should inform the President by the 25<sup>th</sup> of the previous month, as seating may otherwise be limited. The Chairman will publish a summary of the meetings to the general membership within a week of their occurrence.

d. The Executive Committee takes decisions acting for the membership when it is more efficient or expeditious for the Committee to do so. Any such decisions are subject to membership review. The Executive Committee may take its decisions during a formal Committee meeting or by the Chairman polling the Committee, through a majority of those voting, with the Chairman included as a voting member. The Chairman is responsible for promptly notifying the membership of these decisions. Members may seek to review them at general membership meetings using the general established procedures, including prior advertisement and inclusion on the agenda. As the Executive Committee normally meets after the newsletter is sent to the printers each month, the Chairman of the Executive Committee (the President) will publish any decisions taken at those meetings on the listserv and will also report them during the monthly general membership meeting.

### 3. Communication.

a. The primary means of communication of official LPCA information to the membership is the newsletter. The web site will be the official library for enduring publications such as the Constitution, Bylaws, and these and similar Policies and Procedures. The listserv is primarily used for conducting discussions, providing informal information to the membership, and announcing and reporting on activities.

b. When time does not permit use of the newsletter for publication of an impending action before a general membership meeting, it may be published on the listserv. Any subsequent consideration of action is subject to challenge if not enough members were notified in sufficient time as appropriate for the item under consideration.

c. Listserve. Only residents of Lyon Park and Ashton Heights and commercial businesses and nonprofits located in Lyon Park may subscribe to the listserv. Others may be granted permission to receive listserv messages at the discretion of the Executive Committee. The listserv is operated to enhance community communications, and content is monitored to ensure it is appropriate for the audience. Those posting messages to the listserv are encouraged to identify themselves in their posting. Commercial advertising or advertising of items for sale is not permitted, and SPAM, offensive remarks, or abusive language will not be tolerated. Those abusing these provisions and/or violating the spirit in which the listserv is operated may be denied the ability to post e-mails directly to the listserv. The listserv manager may verify the eligibility of those posting to it as required.

3. Privacy. To protect against unwanted use of the information, LPCA does not publish members' contact information without the agreement of the members, though it may publish names only. The Membership Chairman can provide appropriate contact information to any member needing it for legitimate noncommercial purposes.

### 4. Financial Management

a. Disbursement. Specific approval by an authority other than the disbursing officer will be required, in accordance with the limits established in the Constitution, except for amounts less than \$50. The President will approve expenditures between \$50 and his Constitutional limit in writing, with e-mail deemed sufficient. The Treasurer will record in writing approvals granted by the Executive Committee or general membership. In the case of an income-producing activity such as the newsletter, the limits of authority to approve disbursements contained in the Constitution will be construed to mean amounts in excess of current income.

b. Receiving. Invoices will be issued for accounts receivable, such as for newsletter advertising, and copies will be provided to the Treasurer. The Membership Chairman will quarterly reconcile membership lists and dues collections with the Treasurer.

c. Budget. The annual budget will be construed as allowing authorizations and expenditures within the total amount approved by the general membership, without specific line-item restrictions. Individual expenditures are subject to the approval limits specified in the Constitution. The President and Treasurer are responsible for reporting to the membership should total budget expenditures exceed the yearly approved amount.

#### 5. Development Issues

LPCA may decide to take a position on requests for zoning changes, variances, use permits, and similar matters when the request is made by a commercial or institutional entity. It does not normally take positions on such matters with respect to private homes.

#### 6. Supporting Events at the Community Center

LPCA will subsidize 50% of the rent of any event at the Lyon Park Community Center which the Executive Committee judges to be for the good of the Lyon Park community and which is open to the general public. LPCA will subsidize events only when any admission fees are used to offset costs for holding the event, and not for profit.

#### 7. Neighborhood Conservation

“Neighborhood conservation” projects are one method to accomplish County-funded improvements such as curbs, gutters, sidewalks, pedestrian lighting, mini-parks, beautification, and other capital projects. The County encourages neighborhoods such as Lyon Park to develop such projects and designate one of them as a neighborhood first priority. Assigning such a priority is a virtual prerequisite for County funding, and few projects are approved before being considered in four funding cycles by the County’s Neighborhood Conservation Advisory Committee. When LPCA designates a project as the LPCA first priority project, if it is not subsequently funded in six funding cycles, LPCA may review the project’s first priority designation.