

Tennessee Town NIA General Membership Meeting
6:30 p.m., Tuesday, January 2, 2018
Buchanan Center Conference Room, 1195 SW Buchanan

TENTATIVE AGENDA:

- I. Welcome
- II. Election of NIA Officers, Citizens Advisory Council Representative and Alternates
- III. Topeka Governing Body Vote to Approve Updated Neighborhood Plan, SORT Target Areas/Budget
 - A. Receiving Code Violations, Notices of Demolition as SORT Housing Rehab Funds are Available
- IV. Meeting with Shawnee County Parks and Recreation Board Regarding Lane Garden (see Reports of Officers, pg. 6)
- V. NIA Bylaws Review Process: Final Draft (March 2018 vote; see pgs. 7-12 for current bylaws, suggested changes)
- VI. Adoption of Agenda (vote)
- VII. Approval of November 13, 2017 General Membership Meeting Minutes (vote, pgs. 2-4 of meeting packet)
- VIII. Reading and Acceptance of Treasurer's Reports (vote, pg. 5)
- IX. Reports of Officers (pg. 6)
- X. Community Policing Report: Ofc. Parrett
- XI. Property Maintenance Report: Carlos Martinez
- XII. Citizens Advisory Council (CAC) Report: Don Fortin
- XIII. City Council Report: Karen Hiller
- XIV. Old Business:
 - A. Signed Contract with Community Resources Council to Use its Federal Nonprofit Status
 - B. International Academy Update: Sandy Lassiter
 - C. National Night Out Against Crime Report: Emma Ray
 - D. Topeka JUMP, Heartland Visioning Updates: Joyce Revely
- XIV. New Business:
 - A. Street Safety Concerns Along SW Lincoln
- XVI. Kudos: Recognizing the Good News and Deeds of Our Neighbors and Friends:
 - A. Faith Temple Church, The First Church of the Nazarene, Shiloh Baptist Church, and Asbury-Mt. Olive Church for Their Contributions to the NIA's Holiday Party on Dec. 16
 - B. Recognitions from Attendees
- XVII. Announcements:
 - A. Neighborhood Relations Programs: (1) *Emergency Program*: Intended to help homeowners make repairs to immediate health or safety hazards, (2) *Accessibility Program*: Provides modifications to residential homes for owners or tenants with disabilities. For more info. or to apply, please call 785-368-3711.
 - B. TOTO first-time homebuyers' assistance program: The program helps low-income families purchase their first home through HUD funding. The program helps Topeka residents become homeowners by providing education, financing, and home rehabilitation by partnering with Housing and Credit Counseling Inc. For more info., please call 785-234-0217 ext. 317.
 - C. Next Meeting: 6:30 p.m., Mon., March 12, 2018, Buchanan Center, 1195 SW Buchanan
- XXIII. Adjournment

Tennessee Town on the Internet! Website: <http://tenntownnia.weebly.com> (all NIA meetings, activities posted)

Nextdoor Tennessee Town: https://tennesseetown.nextdoor.com/news_feed/

E-Mail: tenntown@yahoo.com • Twitter: [@tenntown](#) • Facebook page under construction

Tennessee Town NIA General Membership Meeting
6:30 p.m., Tuesday, January 2, 2018
Buchanan Center Conference Room, 1195 SW Buchanan

Minutes of November 13, 2017 General Membership Meeting:

Attendees: President Michael Bell, Vice President Pat De Lapp, Secretary-Treasurer Sandra Lassiter; TPD Officer Wall, TPD Ofc. Pickering, Fire Chief Craig Duke, Community Resources Council's Mary Thomas, Joyce Revely, Emma Ray, Karen Hiller, Donald Fortin, and Shannon Keys.

Bell called the meeting to order at 6:34 p.m.

Community Policing Report: Officer Alexander Wall (368-1657; awall@topeka.org) and Officer Pickering gave the report. Vehicle burglaries common but only one occurred in Tennessee Town during last counting period. Domestic violence reports increasing. Attendees were advised to be alert and watchful of merchandise orders being delivered to private homes and were advised to have a neighbor pick up package deliveries or have them shipped to family members or the person's work place. True Value Hardware, at SW 21st and Washburn, also will accept package deliveries. Extra shifts have been assigned. Gun shot reports in Tennessee Town still happening although gun shot calls are down by about 60% overall.

Community Resources Council's Mary Thomas and the NIA Using CRC's 501c(3) Federal Nonprofit Status: Thomas spoke on the advantages of using CRC's 501c(3) as opposed to the time and cost involved in filing our own paperwork. She said using CRC's federal nonprofit status can enable the neighborhood to fill gaps in city services. Thomas said the Family Service and Guidance Center started under CRC's umbrella and that NIAs could be placed there, too. She said the CRC nonprofit status should be used for bigger, one-time projects and not for day-to-day operations. Thomas said CRC would act as the NIA's fiscal agent and would be listed first on grant applications the NIA might choose to complete. The City Department of Neighborhood Relations has said that it would cover the first-year's payment of \$100 to become a CRC member and access CRC's nonprofit status and that the money would not come from the NIA's operations/communications budget.

Emma Ray moved that the NIA access the \$100 available through Neighborhood Relations for 2018 CRC membership. Pat DeLapp seconded the motion. The motion was approved.

Fire Chief Craig Duke: Duke introduced himself to attendees. He said he's been in Topeka since March 20 and that his wife is from Topeka. Duke spoke about a community-driven, goal-setting strategic plan for the community based on data-driven decision making. He said he would ask for a NIA member to serve on a committee charged with creating the strategic plan. Regarding accreditation, Duke said enhancing transparency would be a goal. He said response times are about 4-5 minutes and that some areas in the county have contacted the TFD. Duke said the TFD has become a catch all for mental health, opiod abuse and other medical issues.

Asbury-Mt. Olive Church Food Bank: Emma Ray spoke on the food bank. She said it would be held the 4th Tuesday and Thursday of each month, except for November and December. She said Walmart and Dillon's gift cards would be used.

NIA Holiday Party: *Joyce Revely moved that the Holiday Party be held from 2-4 p.m. on Sat., Dec. 16, 2017 in the multipurpose room of Faith Temple Church. Don Fortin seconded the motion. The motion was approved.*

Adoption of Agenda: The following changes were made: move Community Policing Report to "II," and add Asbury-Mt. Olive Church Food Bank as "V." *Ray moved to adopt the meeting agenda as amended. DeLapp seconded the motion. The motion was approved.*

Approval of September 11, 2017 NIA Meeting Minutes: DeLapp moved approval of the Sep. 11, 2017 NIA general membership meeting minutes as presented. Ray second the motion. The motion was approved.

Acceptance of September 11, 2017 Treasurer's Reports: Sandy Lassiter moved acceptance of the Nov. 13, 2017 NIA operations/communications and Envista treasurer's reports. Joyce Revely seconded the motion. The motion was approved.

Lane Garden and the Shawnee County Parks and Recreation Board: Bell gave the report. Information on a meeting scheduled for Nov. 7, including the response he provided to a Shawnee County Parks and Recreation analysis written by Brian L. Toby, was contained in an update in "Reports of Officers," pgs. 12-14.

Negotiations with Property Owners in First 1200 Block of SW Buchanan for a Second Habitat Home: Bell gave the update. Information on a meeting he and Pat DeLapp attended with Harriet Johnson regarding acquiring the two 25-foot lots at and near 1225 SW Buchanan was provided in "Reports of Officers," pg. 7.

NIA Bylaws Review Process: Bell gave the report. He said, per Neighborhood Relations, each NIA must review its bylaws by the end of each calendar year. He presented a copy of the NIAs bylaws, with suggested changes, as part of the meeting packet.

Updated Neighborhood Plan, SORT Budget Approved by Planning Commission, Next to City's Governing Body on Dec. 5 for discussion and Dec. 12 for Action: Bell gave the report. He said the Planning Commission unanimously approved the updated neighborhood plan and SORT budget at its meeting on Oct. 16 and that the next two stops were with the city council.

1181 SW Clay, Position on Housing Rehabilitation in the NIA: Bell, DeLapp, and Fortin gave the report. After being told by the city that a "pause" would occur regarding the demolition, the City demolished the house on Oct. 18. DeLapp, who has experience refurbishing homes including inspections on some 2,500 residences, said the house had "good bones" and was rehab worthy. The 3 discussed retaining as much housing as was possible as rehab activities are cheaper than new construction. More information was provided in "Reports of Officers," pg. 9-10.

Reports of Officers: Also included the Aaron Douglas Art Fair, held on Sep. 23; the SORT closing meeting, held on Sep. 26; the Oct. 4 Citizens Advisory Council meeting; the special SORT committee meeting, held on Oct. 11; the Planning Commission's approval of Doorstep, Inc.'s request for a conditional use permit to allow it to move its Dovetail operations to its main building at 1119 SW 10th; the CAC Candidates' Forum, held on Oct. 14; the NIA Officers' Meeting, held on Oct. 23; the Neighborhood Leaders' Roundtable Meeting, held on Oct. 28; and the CAC meeting held on Nov. 1.

Property Maintenance Report: There was no report.

Citizens Advisory Council Report: Attendees were referred to the "Reports of Officers."

City Council Report: Karen Hiller gave the report. She gave kudos to the NIA for its efforts regarding the SORT.

Old Business: Citizens Advisory Council Candidates' Forum Report: Bell referred attendees to the "Reports of Officers," pg. 9.

Old Business: Doorstep, Inc.'s Request to Move Dovetail Services to 1119 SW 10th: Bell referred attendees to the "Reports of Officers," pg. 9.

Old Business: International Academy Update: Lassiter gave the report. She said things were going well and that the kids would be on a break soon.

Old Business: 2017 Topeka JUMP, Heartland Visioning Updates: Revely gave the updates. She said Topeka JUMP is working on transportation for persons employed at workplaces south of the city, such as Mars, etc. Also working on affordable housing through getting funding for the city's Affordable Housing Trust Fund and concerns with crime and homicides. Revely said Heartland Visioning has been discussing neighborhood revitalization but no plan had been created.

New Business: There was no new business.

Kudos: Recognizing the Good News and Deeds of Our Neighbors and Friends: There were no kudos.

Announcements: Neighborhood Relations Programs (Emergency, Accessibility), TOTO first-time homebuyers' assistance program.

Adjournment: *Revely moved adjournment. Ray seconded the motion. The motion was approved.*

Meeting adjourned at 8:56 p.m.

Next NIA Meeting: 6:30 p.m., Monday, January 8, 2018, at the Buchanan Center, 1195 SW Buchanan.

Tennessee Town NIA General Membership Meeting; 6:30 p.m., Tuesday, January 2, 2018
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Treasurer's Report for Jan. 2, 2018 General Membership Meeting: 2017 Operations/Communications Budget**

Tennessee Town NIA 2017 Operations and Communications Budget:				
Date	Piece Count	Transaction Type	Withdrawal	Balance
1-1-17	▶	▶	▶	\$1,080.00
2-24-17	302	Printing of Meeting Notice Cards (\$? ea.)	\$30.20	\$1,049.80
2-24-17	302	Postage for Meeting Notice Cards	\$76.54	\$973.26
4-28-17	302	Printing of Meeting Notice Cards (\$? ea.)	\$30.20	\$943.06
4-28-17	302	Postage for Meeting Notice Cards	\$76.54	\$866.52
6-26-17	1	KS Nonprofit Status	\$40.00	\$826.52
9-30-17	1	Ultimate Bounce (B-Ball)	\$175.00	\$651.52
9-30-17	1	Creation Station - Trophies (B-Ball)	\$60.00	\$591.52
9-30-17	1	Truck for N'hood Cleanup	\$165.00	\$426.52
11-6-17	1	National Night Out	\$86.00	\$340.52
TOTALS:	▶	▶	\$739.48	\$340.52

**Does not reflect mailings for the Holiday Party and Jan. 2018 NIA meeting or Holiday Party expenses. Those costs will appear on the Mar. 2018 report.

Treasurer's Report for Jan. 2, 2018 General Membership Meeting: Envista Account

Tennessee Town NIA 2016-2017 Envista Account:			
Date	Transaction Type	Deposit/Withdrawal	Balance
3-27-16	Account opened	Deposit of \$5.00	\$5.00
9-22-16	Check from Working Men of Christ Ministries	Deposit of \$337.00	\$342.00
10-20-16	Payment of Lawyer's Title Closing Costs for 1192, 1194 SW Lane; Reimbursement of Pat DeLapp's Expenses Related to Closing Costs	Withdrawal of \$275.00 (\$200.00 for Lawyer's Title; \$75.00 for DeLapp's Expenses)	\$67.00
12-20-16	Emma Ray Donation	Deposit of \$5.00	\$72.02 (includes interest earned)
12-20-16	Payment of First Half of 2017 Property Taxes at 1194 SW Lane	Withdrawal of \$20.79	\$51.23 (interest earned only on accounts with \$200+ on hand)
3-13-17	Account Balance Check	NA	\$51.23
5-8-17	Account Balance Check	NA	\$51.23
6-28-17	Payment of Second Half of 2017 Property Taxes at 1194 SW Lane	Withdrawal of \$21.08	\$30.15
9-8-17	Account Balance Check	NA	\$30.15
11-9-17	Account Balance Check	NA	\$30.15
12-19-17	Payment of First Half of 2018 Property Taxes at 1194 SW Lane	Withdrawal of \$20.76	\$9.39

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Reports of Officers (Activities Since Nov. 13, 2017 NIA Meeting):

A. Meeting with Neighborhood Relations' Latoya Martinez Regarding the NIA's 2018 Operations/ Communications Fund:

Bell and DeLapp attended the meeting, held on Sat., Nov. 18, 2017, in the Dale Cushinberry conference room of Neighborhood Relations, 620 SE Madison.

Martinez distributed a packet of information for the NIA's officers to use to plan 2018 expenditures as well as other information on printing and postage rates, reimbursements, a copy of the NIA's bylaws, Secretary of State's information (state nonprofit), and CRC membership. There only will be \$686.02 available for 2018, down from \$2,000 in 2014 to \$1,080 in 2017.

B. Meeting With Shawnee County Parks and Recreation Board:

Bell, DeLapp and Karen Hiller attended the meeting, held at 5:30 p.m. on Mon., Dec. 11, 2017, in the lower level conference room of the Central Park Community Center, 1534 SW Clay.

Discussion occurred on bringing Lane Garden under the jurisdiction of Shawnee county. Board members asked about what arrangements the NIA could make regarding improvements and maintenance. Bell and Hiller both said that the NIA had access to SORT funds to make improvements and that volunteers had been maintaining the park. They also mentioned that potential partners had indicated an interest in maintenance activities as well as the NIA's partnership with the Community Resources Council to enable the NIA to use CRC's federal nonprofit status to acquire funds for maintenance. Bell explained the NIA's frustration at being turned away each time it tried to make improvements to Lane Garden because the city-county parks and recreation merger excluded Lane Garden so the city now won't make improvements because it's out of the "parks and rec business" and the county won't take on Lane Garden because it still considers it a City holding. Bell also expressed the NIA's frustration with the county taking on the Aaron Douglas Art Park across the intersection from Lane Garden while refusing to take on Lane Garden.

After more discussion the board said it would make a recommendation to the Shawnee County Commission.

C. NIA Holiday Party:

Bell, DeLapp, and Lassiter attended the party, held from 2-4 p.m. on Sat., Dec. 16, 2017, in the multipurpose room of Faith Temple Church, 1162 SW Lincoln.

About 30 people attended the party. Door prizes were awarded to attendees through a drawing. The First Church of the Nazarene, Asbury-Mt. Olive Church, and Shiloh Baptist Church made contributions to make the party a success.

Once again, Faith Temple Church was a great host.

Tennessee Town NIA Bylaws (Adopted 2004, Last Revised Nov. 10, 2008):

**BYLAWS
of the
TENNESSEE TOWN
Neighborhood Improvement Association**

Article I: Name and Boundaries

Section 1: Name

This organization shall be known as the Tennessee Town Neighborhood Improvement Association (Tennessee Town NIA).

Section 2: Boundaries

The boundaries for the Tennessee Town NIA shall include the areas within the geographic boundaries depicted in Attachment "A". These boundaries and certification of the Tennessee Town NIA shall be determined in accordance with Topeka City Code 42-5.

Article II: Purpose

The Association has as its purposes the following:

- 1) To participate in identifying needs and in defining objectives and expressing preferences about activities proposed in the city's five year consolidated plan and the annual consolidated action plan.
- 2) To act as a vehicle through which individual and group concerns regarding housing and neighborhood development program performance are channeled to the Department of Housing & Neighborhood Development (HND) of the City of Topeka.
- 3) To participate in the development of neighborhood improvement revitalization plans.
- 4) To otherwise participate in programs related to community betterment.
- 5) To elect representatives to sit on and participate in the citizen advisory council.
- 6) To participate directly with the staff of HND on those HND programs benefiting the NIA or its members which are funded or sponsored by federal, state or city funds.

Article III: Members

Section 1: Eligibility

All those 18 years of age or older who have a definable interest, as set forth in Topeka City Code section 42-5 (e), in the Tennessee Town NIA are entitled to vote at any of its meetings. In addition to general members, "associate" members will also be recognized but will not have voting privileges.

Section 2: Votes

No member shall have more than one vote. Persons with an interest in the Tennessee Town NIA who do not meet requirements listed in Topeka City Code section 42-5(e) will not be entitled to vote until such time that the requirements in Topeka City Code section 42-5(e) are fulfilled.

Section 3: Proxy Votes

Proxy votes may be recognized if a written designation of proxy is submitted in accordance with the procedure approved by HND.

Section 4: Non-Discrimination

The Tennessee Town NIA will not discriminate against individuals or groups on the basis of race, religion, color, sex, age,

disability, national origin, income, or political affiliation in any of its policies, recommendations, or actions.

Section 5: Dues

No dues of any kind shall be assessed of any member.

Article IV: Officer's & CAC Representatives

Section 1: Officers

There shall be four officers for the Tennessee Town NIA: a President, a Vice President, a Secretary and a Treasurer. These officers shall perform the duties prescribed by the parliamentary authority as determined in Article VII. Officers must be elected from members of the Tennessee Town NIA. Should an officer move from the NIA area or otherwise be determined not eligible for membership, he or she must be replaced within 60 days of the disqualifying event. The officers shall be referred to generally as the Executive Committee, in addition, they shall perform the following duties:

a. President

The President shall preside at all meetings of the Tennessee Town NIA and of its Executive Committee. The President shall prepare a tentative agenda. The President may represent the Tennessee Town NIA to committees and commissions of the City of Topeka, Shawnee County, and state of Kansas, and shall perform other duties normally expected of a presiding officer.

b. Vice-President

The Vice-President shall preside at meetings of the Tennessee Town NIA and its Executive Committee in the absence of the President, and shall perform any other duties normally assigned to the President when the President has so requested because of the President's unavailability.

c. Secretary

The Secretary shall be responsible for the minutes of meetings of the Tennessee Town NIA and of its Executive Committee. The Secretary shall also be responsible for the safekeeping of all the official papers of Tennessee Town NIA.

d. Treasurer

The Treasurer shall be responsible for any fiscal functions pertaining to the Tennessee Town NIA that may be necessary. The Treasurer shall comply with all statutory provisions of open meetings laws.

Section 2: Nominations

The Executive Committee may appoint a Nominating Committee that will submit a list of candidates for each office at least 60 days prior to the January general membership meeting. However, nominations will be accepted from the floor at the Annual Meeting. Candidates for officers shall have attended at least one general meeting of the NIA within the prior 12 months. These nomination requirements will become effective at the January meeting in 2006.

Section 3: Election

The officers shall be elected by ballot of the general membership at the January Annual Meeting for a term of one year or until their successors are elected. No member may serve in the same capacity for more than two consecutive years or multiple officers for more than five consecutive years. If there is only one nominee for an office, the membership may agree to dispense with the ballot vote. A majority vote is required for election. If there are more than two candidates for an office and no one receives the required majority on two successive ballots, only the two candidates with the greatest number of votes are eligible for election on the third ballot. A tie on the third ballot will be broken by lot. Names, addresses, and telephone numbers of all officers must be submitted to HND within 30 days of election to office.

Section 4: Citizen Advisory Council (CAC)

The eligible voting members shall elect a representative and an alternate to the CAC at its Annual Meeting in January in accordance with the Topeka City Code 42-4, subpart 1.

Section 5: Vacancies

A vacancy in any of these offices shall be filled by a majority vote of the general membership at the next meeting following the existence of any vacancy. Officers who fail to attend two (2) general membership meetings in one (1) calendar year shall be deemed to have resigned their offices. Replacement of officers following said event shall follow procedures described in Article 4, Section 5 of these bylaws.

Article V: Meetings

Section 1: Regular Meetings

Regular meetings shall be held six months per year in every odd numbered month at a time and location designated by the Executive Committee, and as published in the Tennessee Town NIA newsletter. Notice of meetings shall be published in the Tennessee Town NIA Newsletter and may include a tentative agenda of the meeting. HND shall be provided with a listing of the times, dates and location for monthly meetings in January each year. Any member of the public may attend such meetings, though only general or "associate" members of the Tennessee Town NIA may be recognized to address the membership unless the member of the public has contacted the Executive Committee in advance of the meeting to be placed on the agenda or unless a motion to suspend this bylaw is adopted by a two-thirds vote of those general members present.

Section 2: Annual Meeting

The regular meeting in January is designated as the Annual Meeting, at which election of officers, Citizen Advisory Council (CAC) members are held, reports of officers are received, and such other business as may properly come before the Annual Meeting is transacted. Newly elected officers take office at the adjournment of the Annual Meeting. CAC representatives become active at the next CAC meeting.

Section 3: Special Meetings

A special meeting of the general membership may be called by a two-thirds vote of the members of the Executive Committee to transact urgent business. Notice of such meeting shall be given at least one week prior to the meeting in the same manner as notice of regular meetings and shall include time, place, and the nature of the business to be transacted. No other business is in order at a special meeting.

Section 4: Emergency Meetings

In the case of an actual emergency, the President or Vice President is authorized to call a meeting with at least a 24 hours notice. The minutes of the meeting must describe the emergency and indicate why the meeting could not be delayed. A good-faith effort must be made to notify the public at large, especially those who have a special interest in the issue at hand. Only emergency issues may be acted upon at an emergency meeting.

Article VI: Committees

Section 1: Committees in General

For all committees, the Chair shall be appointed by the President and the other general members shall be selected by the Executive Committee. No one who is not a member of the Tennessee Town NIA shall serve as voting members on the Association's committees.

Each officer of the NIA shall be an active member of a standing committee as follows: Vice President-Economic Development and Beautification Committee, Secretary-Historian and Publication Committee, Treasurer-Fundraising and Activities Committee. No NIA officer shall serve as chair of a committee except in the absence of the committee chair. No funding authority is granted to committees unless determined by 2/3 vote of the general membership at a regular NIA meeting. Committees are required to keep minutes and should keep meetings informal and infrequent as necessary.

Failure of an officer to actively serve on a committee and or engaging in committee functions will prohibit the officer from serving in any officer position for a period of one year. No other authority, expressed, written or otherwise is granted.

Additional Guidance on Standing Committees: The Economic Development and Beautification Committee will be responsible for the maintenance of public open space, to include the Lane Gardens, as well as working with the code compliance officer to eliminate neighborhood blight. The Historian and Publication Committee will be responsible for the recording of history, newsletter publication, notices and electronic methods to present data to the general public. The Fundraising and Activities committee will be responsible for short term community events similar to but not limited to the Aaron Douglass Art Fair, the Tennessee Town Basketball Tournament, as well as the application for grants and other funding in support of the NIA. Committee priorities do not preempt any resident of Tennessee Town from pursuing neighborhood matters affecting their own personal interests.

Section 2: Nominating Committee

90 days prior to the January Annual Meeting, the Executive Committee may select a Nominating Committee. No one may serve more than two consecutive years on this committee. The President will appoint the chair. The committee will publish calls for nominations in the newsletter and provide a telephone number where members may submit names. The committee will present a slate of nominees for officers and for board membership at the January Annual Meeting. The committee shall secure from all such nominees an indication of their willingness to serve as an officer of the Association.

Section 3: Ad hoc committees

Such other committees as may be deemed necessary by the Executive Committee for the proper conduct of the business of the Association may be established as ad-hoc committees. In each case, the President shall name the Chair and the Executive Committee shall appoint the other members.

Section 4: The President

The President shall be an ex-officio member of all committees except the Nominating Committee.

Article VII: Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with Kansas's law, these bylaws, and any special rules the NIA may adopt.

Article VIII: Amendment

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting and to HND at least 30 business days prior to the meeting at which action on the proposed amendment is to be taken and notice of the proposed amendment is included in the call to the meeting.

Article IX: Applicable Laws

The Tennessee Town NIA will abide by and follow any and all federal, state of Kansas and City of Topeka laws, codes, regulations, ordinances and financial accounting standards.

Article X: Dissolution

If the Tennessee Town NIA is dissolved for any reason whatever, any physical or fiscal assets of the Tennessee Town NIA will be distributed in accordance with the Tennessee Town NIA Articles of Incorporation if applicable.

CERTIFICATE OF SECRETARY TENNESSEE TOWN NEIGHBORHOOD IMPROVEMENT ASSOCIATION

I, the undersigned, do hereby certify:

(1) That I am the duly elected and acting secretary of Tennessee Town Neighborhood Improvement Association;

And

(2) That the foregoing bylaws, comprising of five pages, constitute the bylaws of said corporation, as duly adopted at the general membership meeting of the NIA duly held on the 10th day of November, 2008.

Kevin Mercer, Secretary (Acting)

Suggested Changes:

- I. Article II, Purpose, 2: Change “Department of Housing & Neighborhood Development (HND)” to “Department of Neighborhood Relations,” and change all other references to “Housing & Neighborhood Development (HND)” to “Department of Neighborhood Relations.”
- II. Article IV, Officer’s & CAC Representatives, Title: Should read “Officers,” not “Officer’s”
 - A. Section 1: Officers: Change “There shall be four officers for the Tennessee Town NIA: a president, a vice-president, a secretary, and a treasurer” to “There shall be a Tennessee Town NIA president, vice-president, secretary, treasurer, or secretary-treasurer.”
 - B. Section 3: Election: Change “The officers shall be elected by ballot of the general membership at the January annual meeting for a term of one year or until their successors are elected. No member shall serve in the same capacity for more than two consecutive years or multiple offices for more than five consecutive years. If there is only one nominee for an office, the membership may agree to dispense with the ballot vote” to “The officers shall be elected by voice vote or ballot of the general membership at the January Annual Meeting for a term of one year or until their successors are elected. No member shall serve in the same capacity for more than two consecutive years or multiple offices for more than five consecutive years unless other nominees cannot be identified.¹”
(¹Neighborhood Relations has allowed officers to serve outside those parameters when other nominees are not identified.)
 - C. Section 4: Citizen Advisory Council, Title: Should read “Citizens Advisory Council.”
 1. Reads “The eligible voting members shall elect a representative and an alternate to the CAC at its Annual Meeting in January in accordance with Topeka City Code 42-4, subpart 1.”
 2. The actual ordinance of 10-24-2004 reads “The CAC shall consist of one (1) member elected by each certified Neighborhood Improvement Association (NIA) and three at-large members. The NIA representatives must be eligible voting members of the NIA they represent. The NIA representatives will have three (3) year terms. No person can be the NIA representative on the CAC for more than two (2) consecutive terms. NIA representatives to the CAC shall be elected at NIA annual meetings. A NIA may also elect an alternate CAC representative who may represent the NIA in the event the NIA’s CAC representative cannot attend a CAC meeting. Except, in the event a representative cannot complete their entire term, a substitute can be elected at any regular NIA meeting.”

3. Change to read “The eligible voting members shall elect a representative and an alternate to the CAC at its Annual Meeting in January depending on the provisions of the CAC ordinance which specify that NIA CAC representatives serve three-year terms. Per city ordinance, a NIA CAC representative would only need to be considered for reelection after serving three years and would be limited to two consecutive three-year terms.”

III. Article 5: Meetings, Title:

- A. Section 1: Regular Meetings: Reads “Regular meetings shall be held six months per year in every odd-numbered month at a time and location designated by the Executive Committee, and as published in the Tennessee Town NIA newsletter. Notice of meetings shall be published in the Tennessee Town NIA Newsletter and may include a tentative agenda of the meeting. HND shall be provided with a listing of the times, dates and location for monthly meetings in January each year. Any member of the public may attend such meetings, though only general or ‘associate’ members of the Tennessee Town NIA may be recognized to address the membership unless the member of the public has contacted the Executive Committee in advance of the meeting to be placed on the agenda or unless a motion to suspend this bylaw is adopted by a two-thirds vote of those general members present.”
Should read “Regular meetings shall be held six months per year in every odd-numbered month at a time and location designated by the Executive Committee and as published in a variety of ways including meeting notice fliers/cards/newsletters, the NIA’s website, Nextdoor.com, and other means approved by the Executive Committee. Notice of meetings may include a tentative agenda of the meeting. Neighborhood Relations shall be provided with a listing of the times, dates and location for general membership meetings in January of each year. Any member of the public may attend such meetings and offer comments. The NIA president or the presiding officer at a general membership meeting shall determine if comments are relevant to NIA business.”
- B. Section 4: Emergency Meetings: Delete the word “hi” near the end of line 3 and replace it with the word “in.”
- C. Section 5: Quorum: New section. “Per city ordinance number 18263, section 5, neighborhood improvement associations, f: a quorum for the transaction of neighborhood improvement association business shall be those members present.”

IV. Article 6: Committees in General:

- A. Section 1: Delete paragraphs 2-4 of this section. It is impractical and limiting to assign specific committee assignments to specific officers. The first paragraph of this section is sufficient to describe committee assignments.