

**Tennessee Town NIA General Membership Meeting**  
**6:30 p.m., Tuesday; May 14, 2018; Buchanan Center Conference Room, 1195 SW Buchanan**

TENTATIVE AGENDA:

- I. Welcome
- II. Election of Citizens Advisory Council Representative, Alternate
- III. Working Men of Christ Ministries
- IV. SORT Stakeholders' Meeting, "Walk-'N-Talks" Reports: Housing, Infrastructure Funds, Code Violations, Habitat for Humanity Minor Exterior Rehab Program
- V. Ideas for Community Resources Council's Tier-Two Nonprofit Status
- VI. 125th Birthday of Tennessee Town Kindergarten Report
- VII. Shawnee County Parks and Recreation Advisory Board Regarding Lane Garden, Lane Garden Maintenance
- VIII. Community First, Inc.'s Acquisition of the Former Colored Women's Clubhouse at 1149 SW Lincoln
- IX. NIA Bylaws Review Process: Final Draft (vote moved to July 2018; see pgs. 7-12 for current bylaws, suggested changes)
- X. Adoption of Agenda (vote)
- XI. Approval of January 2 and March 12, 2018 General Membership Meeting Minutes (vote, pgs. 2-5 of meeting packet)
- XII. Reading and Acceptance of Treasurer's Reports (vote, pg. 6)
- XIII. Reports of Officers
- XIV. Community Policing Report: Ofc. Parrett
- XV. Property Maintenance Report: Carlos Martinez
- XVI. Citizens Advisory Council (CAC) Report: Donald Fortin
- XVII. City Council, District One Crime Summit Reports Report: Karen Hiller
- XVIII. Old Business:
  - A. Gospel Fest 1018 Fundraiser, National Night Out Report: Emma Ray
  - B. Abandoned Tires Program: Pat DeLapp
  - B. International Academy Update: Sandy Lassiter
  - C. Topeka JUMP, Heartland Visioning Updates: Joyce Revely
- XIX. New Business:
- XX. Kudos: Recognizing the Good News and Deeds of Our Neighbors and Friends:
  - A. Continuing Efforts of Neighborhood Businesses, Nonprofits, Churches to Improve Tennessee Town
- XXI. Announcements:
  - A. SORT Rehabilitation Funds (see roman III above)
  - B. 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.
  - C. 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.
  - D. Next Meeting: 6:30 p.m., Mon., July 8, 2018, Buchanan Center, 1195 SW Buchanan
- XXII. 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/](https://tennesseetown.nextdoor.com/news_feed/)

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

Tennessee Town NIA General Membership Meeting  
6:30 p.m., Tuesday, May 14, 2018  
Buchanan Center Conference Room, 1195 SW Buchanan

Minutes of January 2, 2018 General Membership Meeting:

Attendees: President Michael Bell, Vice President Pat De Lapp, Secretary-Treasurer Sandra Lassiter, Donald Fortin, Phyllis Phelps, and Belinda Phelps-Booker.

Bell called the meeting to order at 6:37 p.m.

Election of NIA Officers: Both current NIA Vice-President Pat DeLapp and NIA Secretary-Treasurer Sandy Lassiter said they wanted to continue in their current offices. Bell said he wanted to do the same as NIA President. No other candidates were identified.

*Phyllis Phelps moved to close nominations and to elect the current slate of officers in their current positions. Belinda Phelps-Booker seconded the motion. The motion was approved.*

Election of Citizens Advisory Council Representatives and Alternates:

Bell said that he had spoken with current CAC representative Don Fortin about running for his position on the CAC. Fortin said he agreed to step down as the NIA's regular CAC representative to give Bell the chance to run. Bell said he had some ideas that he wanted to bring to the CAC to enable the body to work more for low- to moderate-income people and neighborhoods. Fortin agreed to run as a NIA alternate to the CAC. Bell said he had spoken with current CAC alternate Donna Rae Pearson and she agreed to continue as a NIA alternate.

*Pat DeLapp moved to elect Bell as the NIA's regular CAC representative and to elect Fortin and Pearson as CAC alternates. Phelps-Booker seconded the motion. The motion was approved.*

Topeka Governing Body Vote to Approve Updated Neighborhood Plan, SORT Target Areas/Budget: Bell gave the report. He said the city's governing body unanimously approved the Tennessee Town NIA's updated neighborhood plan and SORT target areas/budget at its Dec. 12, 2017 meeting. He said the next phase of the NIA's SORT grant would involve spending SORT funds in 2018-2019.

Receiving Code Violations, Notices of Demolition as SORT Housing Rehab Funds Are Available: In a related matter, Bell said it had come to the NIA's attention that property owners who might be eligible for SORT grant housing rehabilitation funds were being given nuisance citations. One of the properties cited was in one of the two NIA target areas (the west target area) that get the first chance at housing rehab funds. Bell said he had followed up with Neighborhood Relations' Shane Wilson on the situation and had been told earlier that day that he had "... talked with Janice from Code and she said this violation has already gone to municipal court so there is nothing we (Neighborhood Relations) can do. The property owner should talk to Municipal Court and let them know that they will be in the Tennessee Town SORT area for 2018 and would use that to help with those fixes that they received a violation on (as long as they meet all the qualifications) and maybe they can help with the violation knowing they have a plan in place." Bell said he was frustrated by the city's action because the city could have and should have instead distributed information on the availability of SORT funds instead of issuing citations. He said the NIA would follow up with the municipal court and continue to monitor the situation.

Meeting with Shawnee County Parks and Recreation Board Regarding Lane Garden: Bell referenced the report in the meeting packet under "Reports of Officers."

NIA Bylaws Review Process: Final Draft: Bell gave the report. Contained within the meeting packet was the current NIA bylaws and suggested changes. Bell asked for any additional changes. There were none. He said the body would then vote on the revised bylaws at its March 12, 2018 meeting.

Adoption of Agenda: *DeLapp moved adoption of the agenda. Phelps-Booker seconded the motion. The motion was approved.*

Approval of November 13, 2017 General Membership Meeting Minutes: *DeLapp moved approval of the Nov. 13, 2017 NIA meeting minutes as presented. Phelps-Booker seconded the motion. The motion was approved.*

Reading and Acceptance of Treasurer's Reports: Bell said regarding the NIA's operations/communications budget that the expenses for two NIA mailings (the notice cards for the holiday party and the meeting notice cards for the Jan. 2, 2018 meeting) and the holiday party were not included in this report but would be included in the report for the March 12, 2018 meeting. He also noted that \$20.76 had been deducted from the NIA's Envista free-will donation account to pay for the first half of 2018 property taxes at 1194 SW Lane.

*Phyllis Phelps moved acceptance of the Operations/Communications and Envista treasurer's reports. Sandy Lassiter seconded the motion. The motion was approved.*

Reports of Officers: Bell review the reports contained within the meeting packets.

Community Policing Report: Ofc. Parrett: There was no report.

Property Maintenance Report: Carlos Martinez: There was no report.

Citizens Advisory Council Report: Don Fortin: Fortin discussed the interactions CAC members had with law enforcement at its Nov. 1, 2017 meeting.

City Council Report: Karen Hiller: Hiller was unable to attend the NIA meeting as she had a city council meeting at the same time.

Old Business: Signed Contract with Community Resources Council to Use its Federal Nonprofit Status: Bell gave the report. He said he had signed the contract with CRC on December 8, 2017 and that the NIA would be able to use CRC's 501c(3) in 2018 to apply for funds outside the city's Consolidated Plan budget.

International Academy Update: Sandy Lassiter: Lassiter said things were going well at the Academy and that the kids were on break.

National Night Out Against Crime Report: Emma Ray: Ray was unable to attend the NIA meeting.

Topeka JUMP, Heartland Visioning Updates: Joyce Revely: Revely was unable to attend the NIA meeting.

New Business: Street Safety Concerns Along SW Lincoln: Bell said he had spoken with neighborhood residents at the holiday party regarding speeding traffic along SW Lincoln and the dangers it poses to people. He said the NIA would monitor the situation.

Kudos: Recognizing the Good News and Deeds of Our Neighbors and Friends: Faith Temple Church, The First Church of the Nazarene, Shiloh Baptist Church, and Asbury-Mt. Olive Church were recognized for their contributions to the NIA's holiday party on December 16, 2017.

Announcements: Neighborhood Relations' programs, TOTO program.

Adjournment: *Phelps moved adjournment. Lassiter seconded the motion. The motion was approved.*

The meeting adjourned at 7:41 p.m.

Next NIA meeting: 6:30 p.m., Monday, March 12, 2018, at the Buchanan Center, 1195 SW Buchanan.

Tennessee Town NIA General Membership Meeting  
6:30 p.m., Tuesday, May 14, 2018  
Buchanan Center Conference Room, 1195 SW Buchanan

Minutes of March 12, 2018 General Membership Meeting:

Attendees: Vice President Pat De Lapp, Secretary-Treasurer Sandra Lassiter, City Manager Brent Trout, Joyce Revely, Tim Paris, Emma Ray, Ricky Cruse II, Pastor Harry Christian, TPD Ofc. Parrett, Phyllis Phelps, Belinda Phelps-Booker, Donald Fortin, City Council Member Karen Hiller, Carol Jacob, Carlos Hernandez, and Judy Nickelson.

Brett Trout- City Manager shared info. about Capital Improvement on Neighborhood website. Discussion included:

- Moving forward with Legislature on property bill. The bill deals with abandon property.
- Give to non-profits for low-income families.
- Provisional services for the community. Determine whether rules are appropriate.
- Make do with what we have. Not raise taxes.
- Maintain property

The Planning Department's Tim Paris presented on rehab. program about the Historic Resources:

- He presented info .on Tennessee Town which dated back to 1873-1980
- Tenn.Town has some of the oldest homes in Topeka. The survey is to determine if Tenn. Town will qualify as a historic district. There will be a Phase I and II. It will be determined by Historic Integrity. Only what is there now on the structures. Is it original? This is taking pics, notes and identify individual properties.
- Kansas is known to have the best preservation of historic properties.

Officer Parrett is the new TPD community officer. Glad to share . No real crime trend. Willing to visit with anyone and just ask for a meeting.

City Council Report:

- Councilwoman Karen Hiller is promoting the Crime Summit on April 7, 2018 at Topeka High at 8:30AM.
- Networking Neighborhoods for crime prevention.
- Commend Pastor Christian participating the criminal justice, specifically the Dominique White case.
- City look thoughtfully about racial profiling.
- Focus on Momentum 2022-Jedo-work force initiative.

Property Maintenance Report:

- Carlos Hernandez-Disseminate materials for neglected housing.
- Sort Program Materials distributed and discussion. Clarity to differentiate between owner occupied and landlord.

National Night Out Report:

Gospel Fest 2018 to support sponsored by Emma Ray (785-221-5046) on March 17. National Night Out this year on Sat., Aug. 11, 1-4 p.m.

Lane Garden – Parks and Rec. Advisory Board did not vote to take it on but did vote to recommend to the Shawnee County Commission to allow us to spend our SORT funds on making improvements. Discussions to continue.

Working Men of Christ has volunteered services. Working Men of Christ- Ricky Cruse II spoke about restoring the discipleship house at 1175 SW Clay. Will serve in the community.

SORT PROGRAM discussion occurred.

DeLapp on Neighborhood relations:

April 11th Walk and talk, April 18th Second letter, and July 7 and July 16 th final meetings-

Joyce Revely gave update on JUMP:

- Meeting at First Baptist Church
- Nehemiah Action will take place April 30th. The group is yet focused on affordable housing, transportation, predatory loans. Jump has been a participant and voice with the Heartland Visioning

Channel 27 had an extensive interview with Emma Ray, Joyce Revely, and Michael Bell about the history of Tennessee Town

DeLapp presented the need for Tenn. Town NIA to have a fundraiser. Suggested we come up with some ideas.

A motion was made and seconded to adjourn the meeting. The motion was approved.

Next meeting: 6:30 p.m., Mon., May 14, 2018, Buchanan Center, 1195 SW Buchanan.

Tennessee Town NIA General Membership Meeting; 6:30 p.m., Monday, May 14, 2018  
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Treasurer's Report for May 14, 2018 General Membership Meeting: 2018 Operations/Communications Budget

<b>Tennessee Town NIA 2017 Operations and Communications Budget:</b>				
Date	Piece Count	Transaction Type	Withdrawal	Balance
1-1-18	▶	▶	▶	<b>\$686.02</b>
<b>TOTALS:</b>	▶	▶	<b>\$0.00</b>	<b>\$686.02</b>

Treasurer's Report for May 14, 2018 General Membership Meeting: Envista Account

<b>Tennessee Town NIA 2016-2017 Envista Account:</b>			
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
1-22-18	Donation of \$100.00	Deposit	\$109.39
1-22-18	Donation of \$30.00	Deposit	\$139.39
3-1-18	Dividend of \$0.01	Deposit	\$139.40
4-1-18	Dividend of \$0.01	Deposit	\$139.41

Tennessee Town NIA General Membership Meeting; 6:30 p.m., Monday, May 14, 2018  
Buchanan Center, 1195 SW Buchanan

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 10<sup>th</sup> 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.<sup>1</sup>”  
(<sup>1</sup>Neighborhood 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.