

THE FEDERATION OF SAN RAFAEL NEIGHBORHOODS
DRAFT BYLAWS
2024

Revised Bylaws: Approved February 2019

For original wording, see 2003 Bylaws.

Key: Proposed new wording

I MISSION

The mission of the Federation of San Rafael Neighborhoods (hereafter "the Federation") is to facilitate communication and interaction among the neighborhoods as represented by their associations, groups, and individuals, and to promote effective and regular communication with local government entities and agencies.

- The Federation acts as a conduit for communication from neighborhoods to local government and vice-versa.
- The Federation acts as a representative of significant multi-neighborhood issues before governmental bodies.
- The Federation, drawing from the resources of the community, serves as a source of expertise and personnel to address neighborhood problems and specific civic issues, and involves itself in neighborhood and citywide events.
- The Federation supports neighborhood organizations by providing them with resources more efficiently obtained by the Federation or that are available from other members of the Federation.
- The Federation assists groups of residents in their efforts to set up a neighborhood association in areas where no associations exist.
- Note: There will be no political endorsements by members, officers or committee persons under the name of the Federation of San Rafael Neighborhoods or its Steering Committee.

II MEMBERSHIP

The Federation is composed of individuals, households, neighborhood association/groups and homeowner associations in the City of San Rafael and its unincorporated areas. Each neighborhood association/group and homeowner association will be represented by one official member and one alternate per group.

A. Membership privileges

1. Are contingent upon payment of annual dues.
2. Allow for voting rights in General Membership meetings
3. Permit eligibility for a Federation grant.
4. Allow consideration of a neighborhood issue by the Steering Committee and possible endorsement of that issue.

B. Membership Dues

1. Annual dues are set by the Steering Committee.
2. All memberships expire December 31 of the current year.
3. Annual dues are to be paid no later than the grace period of 1 month (January 31) of the current calendar year.

C. Classes of Membership and Voting Rights

- C. Individual and group members must be current residents of a San Rafael neighborhood.
Regular individual members must be 18 years or older.

1. Individual membership - 1 vote

2. Household membership defined as 2 adults ("individual members") living at the same address - 2 votes total.

3. Student membership: Must be currently enrolled and attending a secondary school - 1 vote

4. Association/group membership - 1 vote to officially represent their group on an issue, based upon a polling of their association/group. This is called an association/group vote.

5. All non-association votes at General Meetings are individual votes.

III ORGANIZATION

A. General Membership

All neighborhood representatives or their alternates and individual members constitute the “General Membership” of the Federation.

2. Annual Meeting

1. There will be an Annual Meeting of the General Membership at which the Steering Committee will be elected by ballot/acclamation voted on by individual members only.
2. The General Membership will be presented with an annual slate of nominees for election to the Steering Committee.
3. A quorum of individual members is defined as a majority of the total number of current individual members.
4. The General Membership comes to consensus of all current members regarding programs and policies of the Federation.
5. In the case of association/group votes, member associations through their official representative each have one vote upon a motion made and seconded, calling for an actual vote.
6. Association/group votes shall occur when two thirds or more of the member association representatives are present.

V STEERING COMMITTEE

The Steering Committee provides a forum for leadership of the Federation. The Steering Committee listens to issues brought forth by members, local government entities or agencies, and then formulates responses. The Steering Committee represents the General Membership as stated in the aforementioned “Mission” of the Federation.

- A. The Steering Committee is elected at the Annual Meeting with no more than a third of its members elected annually.
- B. The Steering Committee is comprised of no more than 12 members and no fewer than 5 members. This number includes the four officers.
3. Steering Committee members must be individual members, current in their membership.

4. The Steering Committee should include a broad representation of neighborhoods.

E. Association/group representatives may serve on the Steering Committee if they are also individual members.

6. In the case of a Steering Committee vacancy, a Steering Committee member may nominate a Federation member to serve, and with a consensus vote of the Steering Committee appoint that person to the Steering Committee to serve until the next annual meeting whereupon that person must submit their name to the membership for election.

7. Steering Committee members serve 3-year terms.

8. There are no term limits for Steering Committee members

9. Nominations must be received one month prior to the Annual Meeting.

10. The Steering Committee operates by consensus opinion.

11. Only 1 person per household may serve on the Steering Committee

12. No more than 2 people per neighborhood may serve on the Steering Committee.

12. Subcommittees

The Steering Committee may create a subcommittee to address a specific issue and to report back to the full committee. All subcommittees are ultimately responsible to the Steering Committee. At the completion of the project or resolution of the issue, the subcommittee may be dissolved by the Steering Committee. Subcommittee members will be comprised of Steering Committee members and other Federation members. A chair shall be named to conduct business. Chair will serve as an ex-officio member of all

subcommittees.

14. A Steering Committee member may be removed by a majority vote of the other Steering Committee members.
15. No compensation, in any form, shall be paid to the Federation representatives, Steering Committee Members or Federation officers.

VI OFFICERS

Candidates are eligible for nomination and selection to the position of “Officer” if they have been “active” members of the Steering Committee for a minimum of one year. [Caveat: 2019 Steering Committee Officers do not need to fulfill this requirement.]

- A. The Steering Committee selects “Officers”; Chairperson/s, Vice Chairperson, Secretary, and Treasurer annually.
2. If at any time an officer is unable to perform his or her duties for whatever cause or if there is a loss of an officer, the Steering Committee will then declare the position vacant and call for nominations from the Steering Committee, and select another person to fill the vacated position.
3. Terms for selected officers will be for a minimum of one year.
4. Duties of Officers:
 1. Chairperson(s):
 - a. Presides at all general (monthly) meetings and Steering Committee meetings
 - b. Exercises general supervision over affairs and activities of the Federation\
 - c. Represents the Federation within the community through communications and timely decisions needed to perpetuate and ensure its reputation and integrity

d. Serves as a member ex-officio on all committees.

2. Vice-Chairperson:

- a. Assumes the duties of the Chairperson(s) in the absence of that officer or officers
- b. May serve as a member ex-officio on all committees.

3. Secretary:

- a. Keeps a complete and accurate record of all the proceedings of the Federation General Meetings and Steering Committee Meetings
- b. Conducts all correspondence not conducted by the Chairperson(s), Vice-chairperson, or Treasurer, in consultation with the Chairperson(s)
- c. Keeps all records and copies of official letters, and newsletters
- d. Takes minutes of meetings, and submits drafts to the Chairperson(s) no later than one calendar week following the meeting, prior to general distribution. Minutes can be brief so as not to deter involvement in meetings and become too demanding.
- e. The Secretary will distribute the minutes of Federation meetings, edited by the Chairperson of the Federation, to all members no later than two calendar weeks after any meeting.
- f. The Secretary is designated as the Election Officer who “chairs” the General Membership election of the Steering Committee members and the election of officers from the Steering Committee.
- g. In the absence of a Secretary, a Scribe may serve to provide meeting notes.

4. Treasurer:

- a. Receives all Federation funds
- b. Keeps such funds in a bank approved by the Steering Committee

- c. Disburses funds for the Federation’s operations only up to the amount one hundred dollars (\$100.00) without Steering Committee approval.
- d. For amounts exceeding one hundred dollars (\$100.00), the approval of the Steering Committee is required.
- e. Sends notice of membership dues annually at least 2 months before the General Meeting
- f. Keeps an up-to-date list of memberships, including payment information.
- g. An audit of Federation accounts may be performed on an annual basis by designated Steering Committee Members.

VII COMMUNICATIONS

- A. All public communication representative of and sent out by the Federation, such as statements, correspondence, notices, agendas, and invitations shall be subject to the approval of the Chairperson/s.
2. Important Federation notices will be posted on our website, subject to the approval of the Chairperson/s
 3. The Steering Committee may appoint a “City Liaison” to be responsible for interaction and communication on behalf of the Federation with the City of San Rafael, with other organisations, groups, or individuals, pertinent to communication and dialogue with the City on issues the Steering Committee has identified.
 4. All Federation communications by the City Liaison officer should be copied to and reviewed first by the Chairperson prior to release.
 5. The Steering Committee may appoint a “Membership Chair” to be responsible for outreach to new members and attendees, greeting them at meetings, recording their contact information, encouraging them to remain involved and communicating with the Steering Committee monthly with updates.

VIII MONTHLY MEETINGS

The Federation of San Rafael Neighborhoods Steering Committee will meet monthly, a minimum of ten months per calendar year.

A. The meeting will follow the agenda as put forth, and will be overseen by the Chairperson(s) or a person designated by the Chairperson(s) in their absence.

2. Meetings will start at the time designated to allow for completion of business.
3. Steering Committee and monthly meetings will follow Robert's Rules of Order.
4. A quorum consisting of a simple majority of the Steering Committee must be present in order to call for consensus.
5. In certain situations, such as "action" issues with time limitations or emergency items, the Chairperson may poll members to solicit a vote held by telephone or by email. In telephone or email polling, the "question" and the "results" will be brought to the attention of the membership at the next regularly held meeting so as to be included in the minutes as documentation of the action.

IX FINANCIAL

The General Membership establishes dues, which are paid on a calendar year basis by all members to retain their privileges of membership.

A. The Federation's fiscal year is January 1- December 31.

B. Both the Treasurer and the Chairperson(s) will be authorized signers on Federation accounts and will have equal access to the accounts.

X DISSOLUTION OF THE FEDERATION

If at any time the Federation, through unanimous decision of current members, is dissolved, the distribution of its assets will be determined by unanimous consensus or vote of all participating members prior to dissolution.

XI BYLAW REVISIONS

A. Any proposed changes to the bylaws must be distributed to the General Membership one month meeting prior to being brought forth.

2. The structure of the Federation of San Rafael Neighborhoods, and the provisions of its bylaws may be amended by a two-thirds vote at the General Membership meeting.

3. Any changes in the Federation of San Rafael Neighborhoods' structure or its bylaws will be reflected in revised Bylaws, and will include the date of the ratification. The revised Bylaws will be put on the Federation's website. Older versions of the Bylaws will be archived for historical purposes.

The "Original Bylaws" were approved February 18, 2003

The current Revised Bylaws are based upon the original bylaws, and were revised 2018-2019 to more accurately reflect practice and to better define roles and procedures. They were reviewed four times by the Steering Committee, shared with the General Membership, and approved by the General Membership February 2019.

