NEAR NORTHWEST
SUPER NEIGHBORHOOD COUNCIL
BY-LAWS

Article I. – Name

The name of the Council shall be **Central Northwest** Super Neighborhood Council.

Article II. – Boundaries

The **Central Northwest** Super Neighborhood is generally bounded by **I-610 (North Loop) to White Oak Bayou to Reliant Energy power line to Mangum Rd. as southern boundary; US 290 (Northwest Frwy) to Lumberdale as western boundary; Cole Creek to BNSF railroad line to north portion of Candlelight Oaks to White Oak Bayou to Pinemont as northern boundary; and North Shepherd Dr. to BNSF railroad line to Yale as eastern boundary. See district map in Appendix A.**

Article III – Definitions

The following definitions pertain to terms contained within the **Central Northwest** 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 -- shall refer to the group of delegates appointed in the manner stated in these By-Laws to represent the stakeholder organizations 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 the residents and/or organizations situated in and owning property within the Super Neighborhood boundaries cited in Article III above, including but not limited to, civic associations, non-profit organizations, faith-based institutions, school districts, and /or businesses.

Active and Participating Stakeholder Organizations – shall refer to those stakeholder organizations appointing a delegate in accordance with these By-Laws to represent their community or organization on the Super Neighborhood Council. Active and Participating membership requires meeting attendance. Stakeholders must have attended three (3) of the last general six (6) meetings.

Delegate – shall refer to the individual(s) appointed as designated stakeholder representative(s), in the manner set forth in these By-Laws.

Article IV Purpose

Section 4.1 – The **Central Northwest** Super Neighborhood Council is organized for charitable, civic, educational, cultural, and general community improvement purposes, 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 this 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 the 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 **Central Northwest** Super Neighborhood Council shall be governed by a Council composed of the duly designated delegates of eligible organizations such as civic associations, non-profit organizations, faith-based institutions, school districts, and /or businesses that are stakeholders in the **Central Northwest** Super Neighborhood area.

Section 5.2 - Participation in the **Central Northwest** 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 **Central Northwest** Super Neighborhood 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 to be represented, either through new or existing organizations.

Article VI – Council Seats

Section 6.1 - A delegate to the Council must be a designated stakeholder representative of the organization they represent. All residential delegates shall live within and/or own residential property within the boundaries of the Super Neighborhood.

Section 6.2 - The number of seats and the manner in which they are elected may be amended in the same manner as the by-laws may be amended.

Section 6.3 – Each stakeholder organization or entity with a seat on the Super Neighborhood Council shall be allowed **one vote** which shall be cast by the stakeholder delegate, or in his/her absence, by a designated alternate. Each represented stakeholder on the **Central Northwest** Super Neighborhood Council shall provide the Council an authorization letter indicating their elected/appointed delegate and alternate delegate(s).

Section 6.4 – The **Central Northwest** Super Neighborhood Council shall consist of the following stakeholder organizations found in Appendix A, each having one vote on all matters brought before the Council. Appendix A shall be updated as needed by a vote of council members.

Article VII – Officers

Section 7.1 - The elected officers of the **Central Northwest** Super Neighborhood Council shall be the President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. The Corresponding Secretary and the Treasurer shall be "optional" positions. For these bylaws, these positions are exempt from the vacancy election process and shall follow the election process as defined in Section 7.7. The Executive Committee shall constitute the elected officers of the super neighborhood council.

Section 7.1.1 – The Executive Committee shall schedule and convene Super Neighborhood Council meetings and between meetings of the Council, act in its behalf to approve and set policies, evaluate projects, communicate with City government and City Council members, communicate with the Super Neighborhood Liaison, promote participation in City governance, and establish committees to carry out these and other functions as needed.

Section 7.2 - 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.

Section 7.3 – The Vice-President shall preside at meetings in the absence of the President. This office shall assist the President and shall perform various duties.

Section 7.4 - The Recording Secretary shall keep an accurate record of proceedings of all meetings, act as custodian of current records, and file and maintain up-to-date membership lists and attendance records, including any lists or records generated through email and other computer-based sources.

Section 7.5 - The Corresponding Secretary shall review and attend to all in-coming and out-going correspondence of the Council, including correspondence generated through e-mail and other computer-based sources, and shall assume the duties of the Recording Secretary in his or her absence.

Section 7.6 - The Treasurer shall keep an up-to-date record of all financial transactions, receive all money, and deposit funds in the bank. This officer shall disburse money as authorized by the Council. The Treasurer shall present a report of finances at each general meeting of the Council. Checks disbursed shall contain the signatures of two of the following: President, or Vice- President, and the Treasurer.

Section 7.7 – To be eligible to hold office on the Council, candidates must be an active and participating stakeholder in accordance with Article III.

Section 7.8 - All officers shall be elected at the regular February meeting.

Section 7.9 - All officers shall be elected to one (1) year terms except for the President who shall be elected to a two-year term. Should there be no candidate available for Vice President, Secretary, or Treasurer, the term limits in Section 7.9 can be extended until such time as a candidate becomes available. The extension requires a simple majority vote of the Council.

Section 7.10 - Officers shall be limited to serve two (2) successive terms in the same position.

Section 7.11 - All officers shall be elected by a simple majority vote of the Council members present.

Section 7.12 - A vacancy in an office shall be filled by a special election held in the first meeting after the vacancy occurs. Officers elected to fill vacancies shall assume office at the first general meeting following the special election and shall hold office until the next regular election of officers.

Section 7.13 - Any officer who fails to meet the obligations and responsibilities of their office may be removed from office by a simple majority vote of the Super Neighborhood Council. Officers are expected

to work cooperatively with all board members, stakeholders, and the community at large. Officers, as well as delegates, can be removed for discourteous and disruptive behaviors to include, but not be limited to: lack of communication, disrespectful language, contact criticisms of others, excessive absenteeism, non-participation, and other behavior that continually and unreasonably impedes the group to move forward.

Article VIII Committees

Section 8.1 – Committees shall be established as the need arises by the Council.

Section 8.2 – The Council members shall appoint the committee chairperson. The committee chairperson shall be a delegate of the Council.

Section 8.3 -- Committee members need not be Council members, however, they must be a stakeholder, a representative of a stakeholder organization or potential stakeholder organization and must be approved by the Executive Committee.

Article IX Meetings

Section 9.1 - The general meeting of the Super Neighborhood Council shall be held at a time and place to be designated by the Council. **All Super Neighborhood Council activity will be conducted in open meetings where community stakeholders may observe discussions and participate under defined circumstances.**

Section 9.2 - In the event that a general meeting falls on a legal holiday, the time and date of that general meeting shall be set by the President at the preceding general meeting with the consent of the Council.

Section 9.3 – An individual wishing to address the Super Neighborhood Council shall sign a "Speakers List" at the beginning of the meeting and shall be allowed three (3) minutes to speak.

Article X – Procedures

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.

Article XI – Amendment of By-Laws

These By-laws may be amended from time to time on an as needed basis by resolution in writing, presented at a meeting of the **Central Northwest** Super Neighborhood Council, read, posted, and approved by a simple majority vote at the general meeting.

Appendix A
Attached as part of the Central Northwest Super Neighborhood Council Bylaws (Sec. 6.4)

Part I

Civic Organizations and HOAs:

Garden Oaks -- one (1) vote
Garden Oaks Plaza -- one (1) vote
Shepherd Forest -- one (1) vote
Shepherd Park Plaza -- one (1) vote
Oak Forest -- one (1) vote
Candlelight Plaza -- one (1) vote
Candlelight Oaks -- one (1) vote
Mangum Manor -- one (1) vote
Ella Lee Forest -- one (1) vote
Candlelight Oaks Village -- one (1) vote
Candlelight Estates HOA (Sec. 2 -4 & Candlelight Woods) -- one (1) vote
Candlelight Woods – one (1) vote
Martin St. Landing – one (1) vote
Martin Street Manor – one (1) vote
Pinemont Ridge – one (1) vote
Pinemont Landing – one (1) vote
Oak Forest Manor – one (1) vote
Pinemont Park – one (1) vote
Forest West – one (1) vote
Lacey Oaks – one (1) vote
Dominion Estates II – one (1) vote
Forest Pines – one (1) vote
Garden Oaks Court – one (1) vote
Garden Crest -- one (1) vote
Chapel Heights -- one (1) vote
Neumann Heights -- one (1) vote

Part II

At-Large Residential Seats:

Area #1 (N. Shepherd Dr. – Ella Blvd.) -- one (1) vote
Area #2 (Ella Blvd. – White Oak Bayou) – one (1) vote
Area #3 (White Oak Bayou – US 290) -- one (1) vote

At-Large Educational Seat:

Public Schools -- one (1) vote
Private Schools -- one (1) vote

Faith-Based Seat:

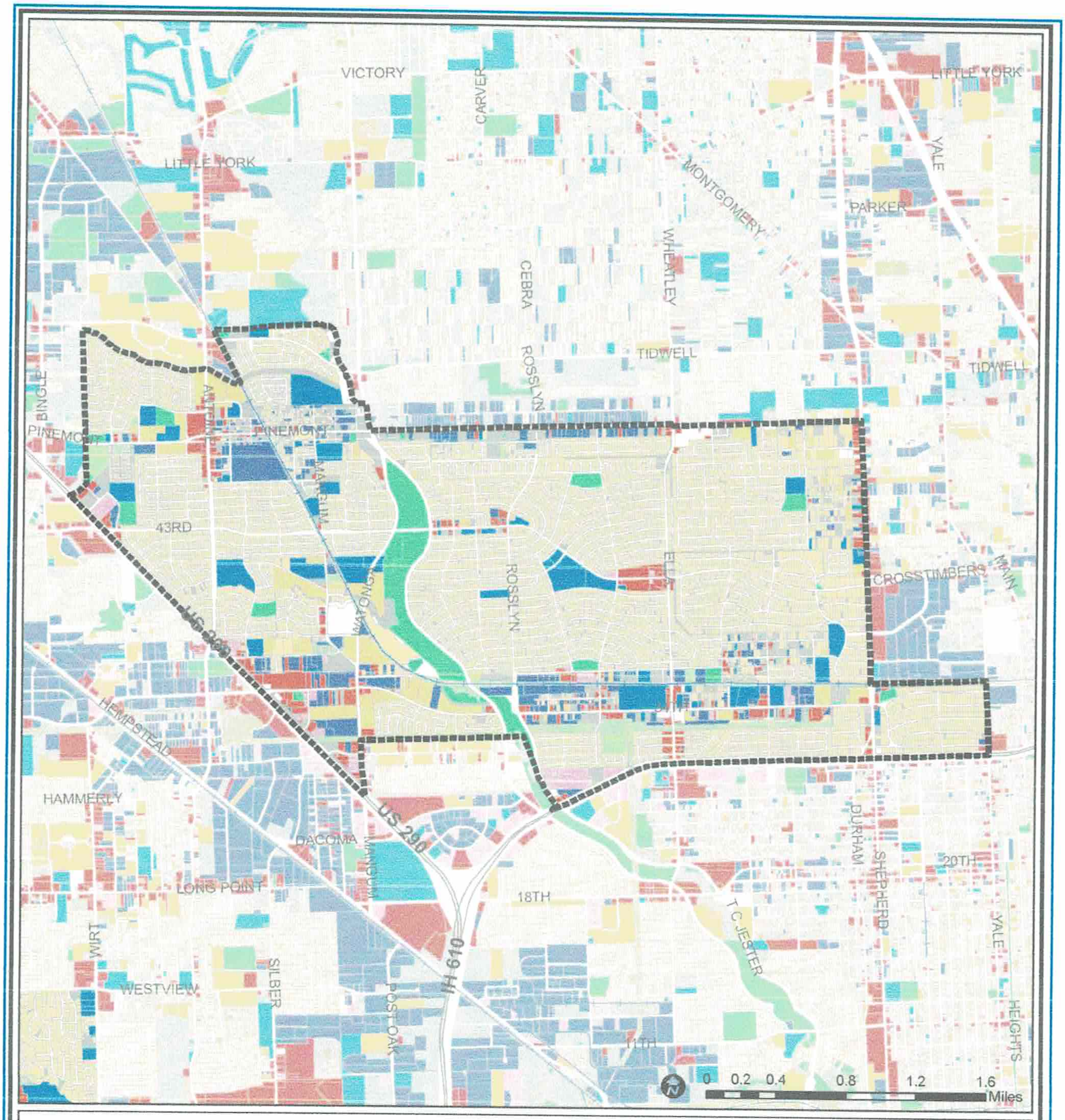
At-large institution -- one (1) vote

Business Seat:

North Shepherd Area Business Association -- one (1) vote

Non-profit seat:

At-large non-profit -- one (1) vote



Central Northwest : Land Use

- Freeway
- Rail Road
- Super Neighborhood Boundary
- Single-family Residential
- Multi-family Residential
- Commercial
- Office
- Industrial
- Public and Institutional
- Transportation and Utilities
- Parks and Open Space
- Undeveloped
- Agricultural Production
- Open Water
- Unknown

Source: City of Houston GIS Database, HCAD
Date: April 2021

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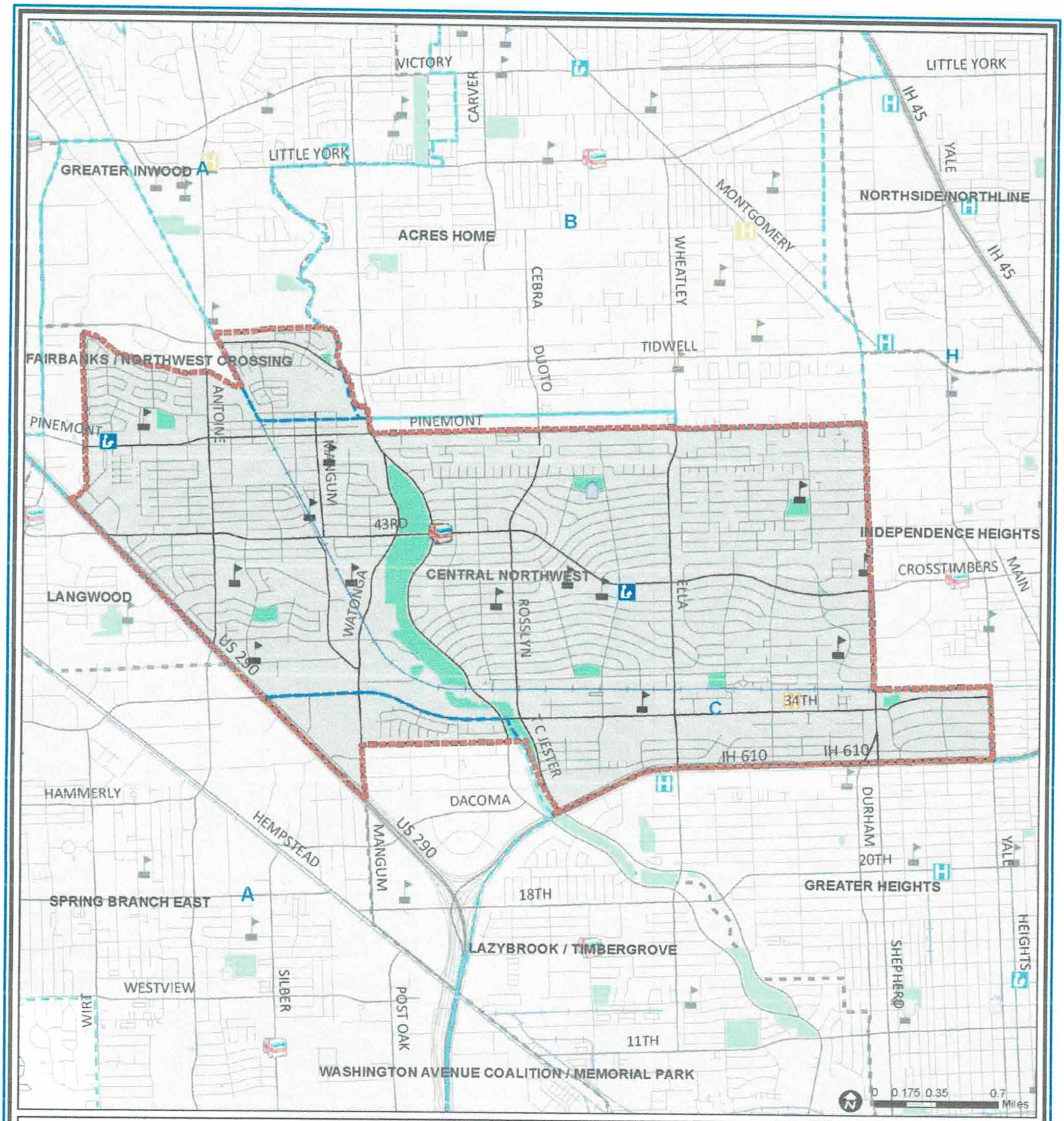

Central Northwest : Public Facilities

- Super Neighborhood Boundary
- Community Centers
- Fire Station
- Police Station
- School
- Airports
- Harris County Hospitals
- Private Hospitals
- Other Health Facilities
- Library
- Rail Road
- Metro Rail Stations
- Metro Rail Line
- Parks
- TIRZ

Source: City of Houston GIS Database

Date: April 2021

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